

Sleepy Hollow Presbyterian Church, PC(USA)
100 Tarry Road, San Anselmo, CA 94960
www.sleepyhollowchurch.org

Temporary Pastor Job Description

Sleepy Hollow Presbyterian Church is a welcoming congregation of the Presbyterian Church (USA), and an inclusive caring community of people ages 3-100. We gather on Sunday mornings at 9:30 a.m. in our newly renovated indoor-outdoor sanctuary, and offer live stream for those worshipping from home.

Each Sunday the children come forward for a fun Bible-based conversation, before going to their classroom for an activity and then the playground. Children's Time is followed by an inspiring message for teens and adults, and authentic prayer. Our Choir and Adult and Youth Bands, led by our gifted Music Director, bring energizing and uplifting music to each service. Videos of our service are available on YouTube at our Sleepy Hollow Presbyterian Church channel.

We live our love for Jesus by feeding the hungry from our organic Justice Garden and Farm Stand, and supporting the vulnerable in partnership with local schools, faith communities, and social justice groups. We are here to grow and to serve, to build up the church, to bring peace and hope, and to love our neighbors as ourselves.

Temporary Pastor Qualifications and Responsibilities

Qualifications:

M. Div. Degree, Ordination as Minister of Word and Sacrament in good standing in the PC(USA), experience with weekly preaching and youth ministry, excellent character, self-starter, sincere interest in and love for people of all ages, energy for outreach to bring new people to the church. Two or more references from most recent employment in the church.

Responsibilities:

Provide for weekly and special worship, including worship planning and preparation, preparation of liturgy, interactive children's message, fresh relevant inspirational Biblically-based sermon, collaboration with Music Director, preparation of bulletin, coordination with volunteers, celebration of Sacraments, bringing in speakers and guest preachers, collaboration with Flower Guild and liturgical artists, Children's Pageant, special services for Lent and Advent/Christmas, funerals and memorial services. (18 hours/week)

Compassionate Pastoral Care and Outreach to Members/Friends/Visitors/Neighbors, especially families and youth, and Staff, including Sundays following worship, with

attention to transition following retirement of the 12 year pastor, and with energy invested in building up the church for the future of the church. (8 hours/week)

Mission Support; Social Justice education and outreach (3 hours/week)

Youth Ministries, including planning Sunday Children's Program and instructing teachers on same, providing for tween chat, Game Nights, and youth mission. (3 hours/week)

Administration, Management of Staff, Communications (weekly newsletter, website, SHHA Bulletin, social media) (6 hours/week)

Moderate **Session** meetings and support for Session, especially around pastoral transition (2 hours/week)

This is a full time position, with 40+ hours/week minimum. The Temporary Pastor reports to the Session. The contract term is 12 months, renewable on approval of the Presbytery, with a 30 day termination provision. Salary will be negotiated based on experience. Interim training is a plus.

The Session acknowledges Book of Order G-2.0504c, which states that temporary ministers are ordinarily not eligible to serve as the next installed pastor, except by approval of the Presbytery. The Session is hopeful that candidates interested in the permanent position will apply for the temporary position, with the understanding that a Pastor Nominating Committee will be elected and a full search will be conducted.

For further information, questions, and to express interest in the position, please contact Search Committee Chair Jody Brockett at jodybrockett2@gmail.com with a copy to shpchurch@comcast.net.

Sleepy Hollow Presbyterian Church

Elder Jody Brockett, Chair, Temporary Pastor Search Committee

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