

TRANSITIONAL PASTOR POSITION DESCRIPTION

BUCKINGHAM PRESBYTERIAN CHURCH PC-USA

BERLIN, MD (THE COOLEST SMALL TOWN IN AMERICA!)

Our Vision Statement: **We are a community of disciples,
Who honor all people,
Care for those in need
Share the hope we receive from Jesus Christ.**

Purpose: The Transitional Pastor will guide, support, and nurture the Buckingham congregation as we discern the church's pastoral leadership model, then call a new installed Pastor/Head of Staff accordingly. The Transitional Pastor shall not be eligible to be considered as a candidate for an installed position.

Accountability: The Transitional Pastor will be accountable to the Session of Buckingham Presbyterian Church through its Personnel Team and to the New Castle Presbytery through its Commission on Ministers and Congregations (COMC).

Availability: Full-time position (40 hours) beginning September/October 2025 for a period of 12 months, with performance reviews at 6-month intervals; and with possible extension as needed, subject to mutual agreement of the Transitional Pastor, the Session, and the COMC.

RESPONSIBILITIES OF THE POSITION

TRADITIONAL RESPONSIBILITIES: In partnership with the pertinent lay-led Session ministries, the Transitional Pastor will continue to encourage, develop and support the vital congregation priorities of spirit-led worship; youth ministry, and fellowship in active service:

- Provide spiritual leadership for the congregation in all its activities.
- Plan and lead two worship services on Sundays and special services such as Holy Thursday, Good Friday and others; administer the sacraments as agreed upon with Session; perform weddings and funerals; taking appropriate time for study and preparation.
- Deliver inspired teaching and preaching that uses Scripture and other inspirational writings to help the congregation discern God's intentions for love, justice and inclusion in our world today; share preaching duties with occasional guest clergy/speakers.
- Provide pastoral care, visitation and counseling.
- Moderate Session and Congregational meetings by working with the Clerk to set agendas; be staff liaison to and support the work of Session teams, Deacons and other entities.

- Assist Nominating Committee in identifying lay leadership; train and nurture newly elected officers.
- Working with the Personnel Team and Session, supervise and support program staff (Director of Youth Ministry, Director of Music, Administrative Assistant/Bookkeeper, Custodian) and support staff; convene weekly staff meetings.
- Promote and support church growth efforts (e.g., classes for new members).
- Working with Christian Formation teams, supporting the educational programs of the church including to help plan and co-lead Vacation Bible School. Participate and help lead the Thursday evening Saints and Sinners Bible Study to enhance theological understanding and a deepening of our Christian spirituality.
- Ensure faithful use of the church's financial resources by working with the Finance Team, Treasurer and Staff Bookkeeper. Promote stewardship.
- Participate in the Ecumenical Fellowship team of ministers for the greater Berlin area.
- Participate in the life and work of the New Castle Presbytery and support the church's engagement with the secular community.

TRANSITIONAL RESPONSIBILITIES: The Transitional Pastor will also:

- Assist and support Session, the Mission Study Committee, and the Pastoral Search Committee to help the congregation celebrate the church's history, assess its present situation and the needs of the community, and chart its future in Gospel ministry within and outside the walls of the church building. (Who are we? Who are our neighbors? What is God calling us to do? What is our Mission?).
- Help recruit, train and support present and new leaders.
- Aid the congregation in its preparations for a new installed Pastor and our future mission and ministry.
- Assist Session, its teams/ministries in helping us maintain cohesiveness and love for each other as we grapple with difficult issues; Use conflict management/resolution skills and sound theology preparing the ground for the new installed Pastor.

GIFTS AND QUALIFICATIONS OF THE ONE WE ARE SEEKING

- A mature practitioner of the Christian faith who lives into the teachings of Jesus, possesses sound theological grounding for ministry, and is able to provide spiritual leadership in transition to and with other staff and members of our congregation.
- A full-time clergy person ordained to the ministry of word and sacrament by the PC (USA) or another denomination with which we are in full communion, with training and/or experience in Interim/Transitional ministry preferred.
- A person who embodies warmth and humility, has a good sense of humor and is comfortable with a degree of spontaneity during worship.
- Training and experience in conflict management/conflict resolution/consensus building methodologies appropriate to church settings.
- Demonstrated evidence of strong staff management and financial skills.
- Preserve one continuous 24-hour period of personal Sabbath rest per week.

INTERESTED CANDIDATES SHOULD PROVIDE:

- Resume of experience (PDP/PIF if available)
- Statement of faith
- Preferred contact information

Email (preferred) to: **info@buckinghampcusa.org**

Or, to our mailing address:

Buckingham Presbyterian Church
 20 South Main Street
 P.O. Box 248
 Berlin, MD 21811-0248
 Att: Transitional Ministry