

Interim Pastor/Head of Staff
Bound Brook Presbyterian Church
Bound Brook, New Jersey

Job Description

POSITION

Full time position.

ACCOUNTABILITY

Accountable to the Session and the Congregation.

RESPONSIBILITIES

Responsible for oversight of staff for both the church and the cemetery, moderating Session, lay leadership development, pastoral care of the congregation, worship leadership, and all manner of unexpected situations. Our ideal candidate aligns with the mission and vision of our church as stated here.



MISSION AND MINISTRY

The mission and vision of our church is focused on John 15: 12: “This is my commandment, that you love one another as I have loved you.” With this commandment in mind, we strive to be a welcoming, caring, worshipping, and learning community. We offer a community of openness and inclusion, hoping that all races, cultures, stations in life and sexual orientation will find a safe and affirming place here.

Our church focuses on mission, community, and faith. BBPC’s mission programs and opportunities span from “Love Local,” including a weekly food pantry, to national and international efforts. Community offerings include children’s and adult Christian education activities, youth fellowship, men’s and women’s groups, various music groups, and book club.



WORSHIP

- Preach weekly, leading worship and administering the sacraments
- Plan for all worship services in partnership with:
 - Director of Music
 - Worship & Music Commission
 - Tech Team (for streaming)
- Engage and interact with the congregation



LEADERSHIP

- **Head of Staff**
 - Onboard, oversee, mentor, and review staff performance (church & cemetery)
 - Meet weekly with staff for planning and support
 - Foster a sense of camaraderie among staff
- **Congregational Leadership**
 - Moderate Session & the Annual Meeting of the Congregation
 - Train & develop lay leadership
 - Connect lay people with opportunities to serve
 - Support and engage with all the Commissions and Committees of Session, including, for example:
 - Mission and Outreach Commission- support for the weekly Food Pantry
 - Membership Commission - annual roll review
 - Stewardship/Strategic Planning Commission - annual stewardship campaign & per capita drives
 - Faith Formation Commission – youth and adult education opportunities, support intergenerational mission trips
 - Buildings, Grounds & Technology Commission - assess and prioritize campus needs
 - Finance Commission – monitor and assess financial health of the church
 - Security Team – assess campus security
 - Support and engage with the Board of Deacons and their sub-groups, for example:
 - Benevolent Giving Team – assessing needs of walk-ins and church members in immediate financial crisis
 - Moderate quarterly Church Chats with the congregation
 - Participate actively in Presbytery



BBPC Food Pantry

PASTORAL CARE

- Work in partnership with the Caring Ministry for support of congregational members in crisis through visits, calls, home communions, support groups, Blue Christmas services and prayer.
- Conduct weddings, funerals & memorial services for members and those connected to the church
- Oversee the maintenance of the Prayer Concerns List

PERMANENT PASTOR SEARCH PROCESS

- Facilitate the Presbytery Discernment process, “Turn the Page”

COMMUNICATION

- Ensure that that active, accurate, and clear communication is present among the congregation and the broader community
- Foster connections with organizations supported by the church
- Foster relationships with the pastors of Casa del Banquete & Plentitude de Dios, two congregations that share our worship space

SALARY - competitive



Bound Brook Presbyterian Church Interim Pastor Position — Requirements

- The Bound Brook Presbyterian Church seeks a faithful, visionary Interim Pastor to guide our congregation through a season of transition as we prepare to call a permanent pastor. Following Rev. Linda Owens' twenty-four years of dedicated leadership, BBPC is entering a time of deep listening, identity exploration, and renewal.



- This role will require someone who can look at the realities of today and develop a vision plan that will prepare the congregation and its ministry life for the day we call our next pastor. The call for the Transitional Pastor position will be for 12 months, with an option to renew at varying intervals, depending on the needs and decisions of Session, in coordination with the Commission on Ministry (COM) and the Presbytery of the Highlands.

Required Qualifications

1. Ordination & Standing

- Must be an ordained Minister of the Word and Sacrament (Teaching Elder) in good standing within the Presbyterian Church (U.S.A.), or willing to transfer standing to the Presbytery of the Highlands.
- Meets all presbytery and denominational requirements for interim and transitional ministry.

2. Education

- Graduate of a nationally recognized seminary or divinity school.
- Master of Divinity (M.Div.) or equivalent advanced theological degree required.
- Completion of Transitional Ministry Training through the PC(USA) or an equivalent program.

3. Experience

- Proven experience leading and guiding a congregation through a period of pastoral transition.
- Head of Staff experience required, including leading and mentoring ministry staff and working effectively with church commissions.
- Demonstrated leadership in a church/congregational setting, with the ability to inspire, collaborate, and guide the congregation through a thorough mission study.
- Experience working collaboratively with Session, commissions, staff, and the Presbytery of the Highlands preferred.

4. Core Competencies & Skills

The ideal candidate will demonstrate:

- Leadership & Vision
 - a. Ability to guide the mission study process for BBPC's next chapter.
 - b. Skilled at empowering Session, staff, and commissions to discern BBPC's mission and ministry priorities.
 - c. Capable of balancing respect for BBPC's rich history with a focus on innovation and future growth.
 - d. Understands how to nurture and support emerging ministries, including innovative expressions of church such as PC(USA)'s 1001 New Worshiping Communities initiative (e.g., Sanctuary + Seed).
- Worship & Preaching
 - a. Experience offering inspirational, Christ-centered worship and delivering well-crafted, relevant sermons that speak to today's realities.
 - b. Ability to lead worship creatively, engagement with the congregation spiritually and intellectually.
 - c. Fill in as needed to cover elements of worship service such as Children's Time.
- Communication & Digital Competencies
 - a. Effective and relatable communication across diverse settings and generations.
 - b. Competent in computer systems, social media platforms, and digital ministry tools.
 - c. Comfortable working in front of a camera for livestreamed or recorded worship and educational events.
- Pastoral & Congregational Engagement
 - a. Builds authentic relationships and fosters belonging and inclusion across a diverse congregation.
 - b. Understands and supports BBPC's partnership with two Spanish-speaking nesting congregations who rent space and actively participate in our shared ministry life.





5. Faith, Energy, Inclusion, and Diversity

- A deep love for Jesus Christ and a commitment to living the gospel by example.
- A progressive, inclusive theological perspective grounded in grace, justice, and radical hospitality.
- An energetic, relational leader who can inspire the congregation with hope and courage for the future.
- Demonstrated commitment to equity, inclusion, and diversity within the life and leadership of the church.

6. Commitment to Interim Boundaries

- Agrees to serve as an intentional, transitional leader and will not be considered for the permanent installed pastor position, in accordance with PC(USA) guidelines.
- Works in partnership with Session, commissions, the Commission on Ministry (COM), and the Presbytery of the Highlands to prepare BBPC for its next called pastor.
- Will adhere to and respect the Separation Document with former Pastor.

