

Bridge Pastor/Head of Staff (HOS)
(Full-time position)

Purpose: To lead and facilitate the spiritual life of Abington Presbyterian Church (APC), provide administrative oversight to staff and volunteers, and oversee pastoral care. The position is temporary with start date on April 10, 2023, and will continue indefinitely until a HOS is installed.

Accountability: The Head of Staff is supervised by the APC Personnel Council which also oversees the evaluation of the Head of Staff's performance. The Commission on Ministry for the Presbytery of Philadelphia supports this person in ministry and can be involved in reconciliation work as needed.

Responsibilities:

I. Worship

- Plan and conduct inspirational and relevant worship services available in-person or online in conjunction with staff and Worship/Music Council.
- Lead worship at 8:00 a.m. and 10:00 a.m. services, including the 8:00 a.m. outdoors service during the summer months.
- Serve as primary preacher.
- Officiate baptisms and funerals.
- Work with couples in preparation for marriage and officiate at weddings.

II. Pastoral Care

- Serve as a primary point person for members of the congregation seeking pastoral care from the pastoral staff. Work to build positive relationships with the congregation.
- Help APC to be a welcoming congregation to a diverse population, reach out to prospective members.
- Oversee efforts to help newer folks get connected within the congregation.
- Coordinate pastoral care for members in hospital, nursing homes, and in their homes in coordination with the care team.
- Provide counseling to members.

III. Administration

- Moderate Session and Congregational meetings.
- Interpret congregational mission (communicating in a variety of modes) involving congregational leaders and staff to encourage funding and participation in mission by the congregation that is consistent with a continually developing vision for ministry.
- Serve as Head of Staff for the program and administrative staffs.
- Coordinate with Personnel Council on appropriate matters.
- Work with Session to develop and implement plans to build membership and stewardship for the congregation.
- Enable staff members to reach their full potential in service to the congregation.
- Delegate selected duties to staff members as needed.

Relationships:

- Personnel Council
- Program Staff
- Administrative Staff
- Council and Committee Chairs
- Session
- Deacons
- Congregation
- Pastoral care team
- Presbytery
- Local faith entities in broader Abington community

Requirements:

- Ordination within the Presbyterian Church (U.S.A.) which requires a M. Div. degree.
- Prior experience serving as pastor in a mid- to large congregation.
- Maintain required background checks including PA Child Abuse Clearance, Federal Background Checks (FBI), and Pennsylvania State Police Checks (PATCH).
- Ability to communicate and collaborate effectively with a variety of stakeholders.

Evaluation:

- The Pastor/Head of Staff is evaluated by the Personnel Council, with selected input to the evaluation from Council and Committee Chairs who have direct involvement with the Pastor.

Compensation and benefits to be determine:

Effective salary will be in the range of \$7,000-\$7,700 per month based on prior experience and qualifications.