**GRACE EVANGELICAL MISSIONARY CHURCH**

**POSITION DESCRIPTION AGREEMENT**

**1.** **POSITION TITLE:** Interim Pastor (20 hours a week)

1 year contract (Contract may be extended upon Intervention Team approval)

**2.** **ACCOUNTABLE TO:** Intervention Team

**3.** **ROLE SUMMARY:**

The chief responsibility of the Interim Pastor is to effectively preach the Word of God and to exercise prayerful and diligent oversight of the church in the following key areas: Sunday Worship Service, Pastoral Care/Visitation and Mid week Bible study. To work with Intervention Team moving forward.

**4.QUALIFICATIONS:**

A. Ideal Candidate Interim Pastor Profile:

1. A leader who has a heart to glorify God in the exercise of leadership by modeling the Christian Walk of a servant, devoting him/her-self to the tasks of prayer and the ministry of the Word, and helping to administer the affairs of God's people.

B. **Qualifications:**

1. **Spiritual**

a) Have a personal relationship as a devoted follower of Jesus Christ as ones active Lord and Saviour.

b) Evidence of a spirit filled life (Acts 19:1-7);

c) Demonstrate spiritual maturity and Christian character as evidenced by the fruit of the Spirit and by the qualities required of Christian leaders   
(Galatians 5:22,23; 1 Timothy 3:1-7; Titus 1:5-9; and 2 Timothy 2:24,25);

d) Align with and uphold the Articles of Faith of the EMCC to demonstrate a lifestyle which communicates, by word and example, a Christian world view in accordance with the constitution of the church.

e) Demonstrate a servant spirit which enables submission to the authority of God.   
(John 13:1-17; 1 Corinthians 4:1,2; and Philippians 2:1-11);

f) Desire to serve with faithfulness and effectiveness.

g) Be a person of prayer who looks to the Lord and His Word for direction in life and ministry.

2) **Personal**

a) Be open to new ideas and approaches; exhibit an attitude of flexibility and adaptability.

b) Be a team player who shows integrity and a strong work ethic and is self-motivated and well-organized.

c) Have the discerning heart of a servant leader.

d) Be passionate about the spiritual well-being and the development of the body of Christ at Grace Evangelical Missionary Church.

e) Be open to creative and contemporary methods of outreach and discipleship.

3) **Credentialing**

a) Candidate must complete phase 1 of credentialing process within a reasonable time. E.g. 3-month period

**5. EMPOWERMENT:**

A. The Interim Pastor is appointed by the Intervention Team in conjunction with the Church Congregation.

B. The Intervention Team empowers the Interim Pastor to provide leadership and ministry to the church. He/she takes direction from the Intervention Team and is directly responsible to them.

**6. PRIMARY RESPONSIBILITIES:**

**A. Leadership**

It is the role of the Interim Pastor to communicate, and implement the general vision, direction, and ethos of the church in conjunction with the Intervention Team to the congregation in the following ministries, assigned to his/her care:

1) Sunday Worship Services

2) Pastoral Care and Visitation

3) Mid Week Bible Study

4) Administration

To help develop these ministries with a goal of developing ministry teams by providing the following:

1) Recruitment strategies and efforts to provide adequate and equipped volunteers, through pro-actively approaching selected individuals with specific opportunities to serve within these ministries.

2) Clear direction, giving thorough definition to the tasks, and

3) All the resources necessary for their success, supplied in a timely and adequate manner, including, but not limited to:

i. Administration

ii. Financial resources via the budgeting process

iii. Physical location in which to minister

iv. Equipment resourcing

v. Adequate personnel for the task at hand

vi. Adequate timelines, etc.

**B. Accountability**

1) The Interim Pastor is expected to offer co-operative accountability to the Intervention Team by providing open and current disclosure of the state and functioning of each ministry area/teams under his/her care, both in written and oral reporting, as deemed necessary by the Intervention Team to ensure adequate oversight.

2) The Interim Pastor agrees to submit to a personal performance review at the initial 3 and 6 months point in his/her position.

**7. ROLE SPECIFIC RESPONSIBILITIES AND MINISTRIES**

Interim Pastor also accepts the responsibility to minister in the following areas:

A. Sunday Worship Service

The Interim Pastor works in conjunction with the other ministry leaders to facilitate and communicate about the various aspects of the Sunday service - i.e. audio-visual, worship, announcements, special activities, preaching, altar ministry, and other aspects of the Sunday service.

B. Pastoral Care and Visitation  
Care of the congregation is one of the primary roles of the Interim Pastor. This care often includes but not limited to the following: visiting those who attend Grace church at least once/year, visit with those who are shut-in, in care homes or the hospital as often as possible or as needs arise. As the Interim Pastor, encourage and train others to help in pastoral care and visitation as deemed appropriate by the Lead Pastor and develop/empower a congregant to become the team leader of visitation.

C. Mid Week Bible Study  
The Interim Pastor is responsible for empowering and encouraging the congregation to lead and be apart of a Mid Week Bible study/prayer group.

D. Administration  
The Interim Pastor is responsible for incoming and outgoing written, verbal and electronic communication and directing to the appropriate persons.

E. Attendance:

­1) At a Church and EMCC level   
  
The Interim Pastor shall attend all duly called congregational meetings, and Sunday services within all reasonable expectations. He/she is welcome to attend denominational and other conferences.

If possible, the Interim Pastor is encouraged to participate in EMCC Huddles and or Church Renewal International for the sake of his/her own fellowship, growth and encouragement.

2) At a personal level  
The role of the Interim Pastor is often demanding and draining. It is the responsibility of the Interim Pastor to be taking time to refresh and recharge on a regular basis. This includes Physical, Spiritual and Emotional well being.

F. Evangelism:  
The Interim Pastor assists the congregation in his/her responsibility for strategizing for maximum impact in gospel outreach - locally, regionally, and world-wide particularly in the community.

**8. CORE COMPETENCIES**

The duties/responsibilities/opportunities of the Interim Pastor necessitates that he/she have demonstrable competency in the following areas:

A. Exemplifies a life lived in submission to God and led and empowered by the Holy Spirit;

B. Possesses a well-developed Biblical theology

C. Is a team player who understands servant-leadership;

D. Has the ability to cast and communicate vision in tandem with Intervention Team in response to how God is leading;

E. Has advanced communication skills, both orally and in written form;

F. Demonstrates the ability to provide effective mentoring and prayer;

G. Is a self-starter who invests his/her time wisely;

H. Is fiscally responsible.

**9. PERFORMANCE REVIEWS**

A. Performance Reviews will be completed.

1) At the initial 3 and 6 month period

B. Such performance review will be conducted by the Intervention Team consisting of the following:

1) 1 person from Intervention Team

2) 2 members from the church congregation

The results from this process of the Lead Pastor may, upon the findings and direction of the Performance Review, be assigned specific corrective measures to strengthen a particular aspect of his/her ministry and be provided with an adequate time-frame to make the required adjustment to attitude or performance if needed.

**10. REMUNERATION**

The Interim Pastor considered as a part time hourly position to a maximum of 20 hours per week for the duration of the contract. The remunerated package is agreed upon between the Intervention Team and the person being hired for the Interim Pastor position plus mileage paid for all related ministry duties.

**11. Dismissal**

The Intervention Team may determine that the Interim Pastor should be dismissed by a unanimous vote of the Intervention Team in communication with the congregation if:

1) Fail to meet the standards of biblical servant leadership.

2) The Interim Pastor fails to demonstrate significant improvements in response to remedial requirements as prescribed by the Intervention Team after an unsuccessful performance review and within a reasonably prescribed time frame. i.e. Additional Performance Reviews should follow an unsuccessful Performance Review at the 3 and 6 month periods.

3)If the Interim pastor decides to resign from their position they must give a written notice to the Intervention Team 2 months prior to the desired end date.