

Christ United Presbyterian Church
1700 Sutter Street
San Francisco, California 94115
[\(415\) 567-3988](tel:(415)567-3988)
<https://cupc.org/>

INTERIM PASTOR JOB DESCRIPTION

Vision statement: CUPC seeks to be a spiritually thriving Christ centered community that is a living witness to God's love and justice to the world.

Mission Statement: Act justly, Love compassionately, Walk humbly with God

Scope of Work: Interim Pastor will:

- 1) Fulfill responsibilities to provide spiritual, pastoral and administrative leadership.
- 2) Work together through the transitional tasks of an interim period, as summarized by the following five focus points:
 - a. Heritage: Recognizing and naming our history, and finding meaning in it.
 - b. Mission: Who are we (now)? Who are our neighbors (now)? What is God calling this congregation to do (now)?
 - c. Connections: Including denominational, geographic and technological connections.
 - d. Leadership: Reviewing the membership needs and its ways of organizing and developing new and effective leadership within the congregation.
 - e. Future: Naming a possible future for the congregation.

I. Responsibilities

A. Provide Spiritual Leadership

1. Worship

- a. Plan and organize all aspects of worship, including the selection of scripture passage(s), music, all other liturgies, themes/topics, styles, power point presentation, announcement/prayer sheet, etc.
- b. Prepare the church and the sanctuary for worship service (lights on, opening doors, candles on the communion table)
- c. Email worship order to worship leader/scripture reader, pianist and power point technician person
- d. Email Sunday worship service invitation to CUPC members and friends
- e. Meet with guest worship leader, scripture reader and pianist on Sunday at 9:30 a.m. to go over worship service
- f. Lead the worship service (welcome, announcements/prayers, etc.)
- g. Serve as primary preacher, preparing and delivering sermons.
- h. Serve as primary officiant in administering the sacraments (baptism, communion)
- i. Officiate special services such as marriages, funeral services, etc. as needed.
- j. Attend Worship Committee meetings to support the committee in its work

2. Teaching

- a. Teach the Word of God, using various opportunities, methods and venues (worship, prayer/study groups, etc.)

B. Provide Pastoral Leadership

1. Outreach with individuals and families of the church.
2. Visit the hospitalized, seriously ill, or those who may be homebound.
3. Lead in the involvement of church members and others within the congregation in pastoral care.

C. Provide Administrative Leadership

1. Lead in the planning and programming for the future of the church in its spiritual, financial, and social dimensions.
2. Develop communications through newsletters and invitational newsletters about church events i.e. Easter, Thanksgiving, Christmas, etc.
3. Maintain regular communication channels between the COM, Session and members of the congregation
4. Provide support and guidance to the Mission Study team.
5. Oversee the ministries of the church session as well as provide leadership and supervision to all professional staff and suggest trainings and workshops for staff development.
 - a. Plan and moderate session and congregational meetings.
 - b. Serve as ex-officio member to all committees and attend meetings as able to resource the committees in its work.

6. Evaluate staff annually.
7. Provide oversight of office volunteers; answer the door, phones and emails as needed.
8. Transitional tasks: work collaboratively with the congregation on a Mission Study process, and make the way open for the next pastor of the congregation.

III. Requirements:

1. Be an ordained PCUSA pastor, or an ordained pastor in one of the denominations within the Formula of Agreement (United Church of Christ, Reformed Church in America, Evangelical Lutheran Church in America).
2. Have completed the Art of Transitional Ministry education - week 1, or its equivalent, and be willing to complete week 2 in the first six months of the position.

III. Compensation

1. The position is full-time (no overtime or compensatory time).
2. Salary (Pension) see attached "Minimum Interim Pastor Compensation Package" 3.

Reimbursable allowances

Automobile Allowance \$1,500.00
Professional Expenses \$ 500.00
Study Leave Expenses \$2,000.00

4. Paid Time off

- a. Study Leave - 2 weeks (10 working days)/year. Eligible for use after 3 months of continuous employment
- b. Vacation 4 weeks (20 working days) including 4 Sundays/year. Accrued at a rate of 2 days/month until the maximum of 20 days/year is reached. Eligible for use after 3 months of continuous employment.
- c. Sick Leave 12 working days - accrued at a rate of 1 day/month
- d. Paid Time Off New Year's Day, Birthday of Martin Luther King, Jr., Presidents' Day (Washington's Birthday), Memorial Day, Independence

Day (4th of July), Labor Day, Indigenous Peoples' Day
(Columbus Day), Thanksgiving Day, Day after
Thanksgiving Day and Christmas Day.

Minimum Pastor Compensation Package 2026-2027

Description	2026	2027
Salary	\$ 60,000.00	\$ 70,000.00
Housing Allowance	\$ 25,000.00	\$ 25,000.00
Effective Salary	\$ 85,000.00	\$ 95,000.00
Presbyterian Pension Fund (Employer Agreement)		
Medical 2026 – member only, 17.5% of effective salary	\$ 14,875.00	\$ 16,625.00
Pension, Death/Disability, Temporary Disability	\$ 8,500.00	\$ 9,500.00
Total Medical, Pension, Insurance	\$ 23,375.00	\$ 26,125.00
SECA (7.65% of Effective Salary) X 50%	\$ 3,251.25	\$ 3,633.75
Reimbursable Expenses		
Study Leave	\$ 2,000.00	\$ 2,000.00
Professional Expenses	\$ 500.00	\$ 500.00
Automobile Expenses	\$ 1,500.00	\$ 1,500.00
Total Reimbursable Expenses	\$ 4,000.00	\$ 4,000.00
Package Total	\$ 115,626.25	\$ 128,758.75

Updated: 6/20/26 edited 7/9/2026, edited 7/20/2026