

Grace Presbyterian Church

2100 Tice Valley Blvd

Walnut Creek, CA 94595

<https://gracewc.org/>

925.935.2100 - info@gracewc.org

Interim Pastor Job Description

Grace Presbyterian Church is a warm and welcoming congregation located in the heart of Walnut Creek, California with a congregation of approximately 140 members. We are deeply rooted in our rich faith and traditional reformed heritage. We actively strive to serve our local neighborhood and the broader community, sharing God's love through worship, discipleship and service.

Our Mission: Guided by the Holy Spirit, with open minds and hearts, we celebrate and share the love of Jesus Christ, and are instruments of God's grace, and peace.

Accountability: The Interim Pastor is accountable to the Session and the Presbytery.

Purpose: The Interim Pastor is responsible for moderating the Session and for providing pastoral leadership and administrative oversight of the church's ministries, including worship, music, preaching, teaching, mission service, stewardship, and fellowship. He/she will work with the Session and Church staff to provide opportunities for members to engage in worship, discipleship and mission. He/she will use their developed interim-specialist skills to assess the congregation's current and long-term needs and provide inspiring counsel and leadership to help the Church identify what it is called to be in the future. The Interim Pastor will support the congregation so that it can continue to identify its mission and purpose as the body of Christ during the time between installed pastors. He/she will help prepare the congregation for new pastoral leadership.

Primary Responsibilities

1. Transitional Leadership

- Guide the Session and congregation through the transitional tasks of an interim period, as summarized by the following five focus points:
 - Heritage: Recognizing and naming our history, and finding meaning in it.
 - Mission: Who are we (now)? Who are our neighbors (now)? What is God calling this congregation to do (now)?
 - Connections: Including denominational, geographic and technological connections.
 - Leadership: Reviewing the membership needs and its ways of organizing and developing new and effective leadership within the congregation.
 - Future: Naming a possible future for the congregation.
- **Mission Study**

- Guide the Session in completing a comprehensive Mission Study, leveraging our unique size to engage the full congregation for the PNC to prepare the narrative for the Ministry Discernment Profile (MDP)

2. Pastoral Duties

• **Worship & Word**

- Plan, coordinate, and lead weekly and special seasonal worship services in accordance with the PC(USA) Directory for Worship.
- Plan, coordinate, and lead weekly Bible study and facilitate small special focus groups (e.g., the grief groups), as needed.
- Provide biblically grounded, Reformed preaching that comforts the congregation in transition while challenging them to look toward the future.
- Administer the Sacraments of Baptism and the Lord's Supper.
- Officiate at weddings and memorial/funeral services.

• **Administration & Head of Staff**

- Serve as the Moderator of the Session and moderate congregational meetings (upon appointment by the Presbytery).
- Serve as Head of Staff, providing healthy supervision, encouragement, and support to our small team of part-time program and support staff (e.g., music director, office administrator).
- Support and resource the committees of Session, focusing on empowering lay volunteers.
- Ensure operations comply with the PC(USA) Book of Order, safe conduct policies, and local bylaws.
- Support and resource with media outreach, including website, Livestream and Zoom meetings

• **Relational Pastoral Care**

- Provide intentional, hands-on pastoral care and spiritual counseling, offering a steady, reassuring presence to our church family during a season of corporate change.
- Partner closely with the Board of Deacons and lay care teams to ensure robust, relational congregational care.

3. Required Qualifications

- **Ordination:** Ordained Minister of the Word and Sacrament (Teaching Elder) in the PC(USA), or a minister from a Formula of Agreement partner denomination.
- **Standing:** In good standing with their current Presbytery.
- **Interim Training:** Completed (or currently enrolled in) PC(USA)-recognized Transitional Ministry Training (Phase I & II).
- **Competencies:**
 - Per PC(USA) Book of Order (G-2.0504b), the Transitional Pastor is not eligible to be called as the next installed pastor and will maintain healthy boundaries, remaining strictly independent of the Pastor Nominating Committee (PNC).

- Deep understanding of PC(USA) polity and Reformed theology.
- Experience or strong understanding of small-to-midsized church dynamics, particularly how family systems grieve and adapt after long-term pastoral leadership.
- Proven ability to empower lay leadership and manage organizational change with high emotional intelligence.
- Familiarity with media outreach, including but not limited to website, Livestream, Zoom meetings.