

## Job Description for Interim Pastor

### Terms of Employment

The Pastor is employed as Interim Pastor for 3 days a week under the conditions detailed in the BUV “Guidelines for healthy Church/Pastor Relationships 2011” as amended by BUV Delegate Meetings (e.g. annual stipend changes). There is no expectation that the Pastor offer their services in a voluntary capacity in order to fulfil the requirements of the Job description.

### Qualifications

The Pastor is expected to be suitably trained and an Accredited Pastoral Leader of the BUV. They are to have committed to the BUV Code of Ethics and be engaged in the BUV Professional Development Program.

### Key Ministry Areas

While it is acknowledged that the foundational role of the Pastor is ‘pastoral leadership’ and ‘the ministry of word, sacrament and pastoral care’, each church and pastor form a set of unique needs, gifting and priorities. While it is acknowledged that the Pastor is at times required to be engaged across a wide range of issues in and outside the church, the following key ministry areas have been agreed as the basis for planning and appraisal

Amount of time required

1. **Preaching & service preparation** **40%**

The Pastor is expected to be the principle preacher for the Sunday morning service and to oversee the preaching roster for the Wednesday service and is responsible for the oversight of all functions required for both services. It is recognised that the Pastor will work from home for up to one day per week for sermon preparation and study.

2. **Pastoral Care** **30%**

The Pastor has a key responsibility to build genuine supportive relationships within the congregation. This is particularly important with the relatively new relationships between the morning and Nuer congregations of the combined church. As well as at times of the church gathering together (e.g. Sun and Wed services) this will also involve one-on-one meetings in the church office or through visitation as appropriate. In these private meetings, it is essential that the Pastor take every appropriate precaution to ensure Code of Ethics expectations are maintained. It is understood that the Pastor will often be focussed on the

most demanding pastoral care situations as well as the more formal events of weddings, funerals, baptisms and preparation for church membership.

### **3. Facilitating Ministries**

**30%**

While not required to directly manage the various ministries of the church (small groups, seniors, youth, children, men, women), the Pastor has a role in coordinating the ministries and supporting and mentoring the Ministry Coordinators and in promoting a shared ministry vision for the church. In particular, the Pastor will need to provide leadership and support to the Pastoral Leaders group to rejuvenate the church's prayer and pastoral care ministries.

### **Normal hours of work**

The normal expectation is that the Pastor is at Doveton on Wednesdays between 10am and 2:30pm (to support the Wednesday service and office staff), Thursdays between 11am and 1:30pm (to support Stone Soup) and for the Sunday morning services. These times on Wednesdays and Thursdays also provide opportunity for people to meet with the pastor at the church while other people are naturally present. It is understood that there will be times when the Pastor is not available to be at Doveton at these times, or is entitled to time in lieu because of other duties. At those times, the Pastor has a responsibility to ensure alternate measures are in place to protect the wellbeing of the volunteers and clients.

The Pastor is entitled and expected to be away from the church for

- 15 days per year of annual leave
- 3 days per year of rest and recreation leave (spiritual retreats, conferences or as a holiday)
- 3 days per year of professional development (including a Professional Standards workshop)

### **Spiritual Growth**

The Pastor has the primary responsibility for the care of their own spiritual growth and wellbeing. This will have a private and vocational side, and so as part of their responsibilities to the church and themselves, they are expected to take time away from the bustle of daily duties for spiritual renewal in whatever ways they see fit for 2-3 days (taken as half to full days) throughout the year.

### **Appraisals**

The Pastor with the Leadership Team will engage in a documented appraisal if the interim period is for more than 12 months