

Job Description for Part-time Pastor

Berkley Congregational Church

Although a part-time position, our Pastor is expected to possess and maintain the integral qualities of any full-time pastoral position: to communicate God's Word, minister to and watch over the spiritual needs of the congregation, and provide biblical leadership for the church. Through example, preaching, and teaching, our Pastor will motivate, equip, and nurture the people of God in the Berkley Congregational Church to live out their faith.

Understanding that the demands upon a minister's time can quickly exceed the stated 25 hours of this position and infringe upon the personal time or other employment, lay leaders and volunteers from the congregation commit to provide support to assist in some required duties. Administrative tasks, such as bulletin preparation and media and web-site updates will not be the sole responsibility of the pastor, although his/her input will be necessary. Members of the Board of Deacons will coordinate with the pastor to ensure visitations and representation of the church at funerals will not suffer from the limited hours of the part-time position.

The Board of Deacons will work with our Pastor to ensure the proper supports are provided to allow the pastor the tools and time needed to complete the expectations of the congregation for this part-time position. The Pastor Parish committee acts as a confidential liaison to address any concerns or disagreements between our Pastor and the congregation. The Pastor Parish committee also provides yearly performance reviews to be submitted to the congregation.

Compensation and benefits will be detailed in the contract between the pastor and the church, signed by the Board of Trustees.

The congregation will expect that the following duties will be performed by our Pastor as needed:

- Maintain appropriate time for prayer, bible study, and meditation.
- Prepare weekly sermons including a Children's Moment, and provide timely written information to allow for weekly bulletin publication.
- Conduct weekly worship services and special services including two Christmas Eve services, Lenten services, Easter Sunrise service.
- Lead in the monthly observance of Holy Communion
- Oversee the pastoral care needs of the congregation and, as necessary, facilitate and coordinate the contact/visitation of hospitalized, homebound, or grieving church members with other lay leaders of the church.

- Attend all church-wide meetings and prepare an annual report.
- Attend all Deacon meetings and Pastor Parish meetings held throughout the year.
- Officiate special occasions in the lives of the congregation, such as baptisms, confirmations, weddings and funerals.** (Baptisms and confirmations are done as part of Sunday morning worship)
- Work as needed with various standing and special committees in accomplishing their respective duties, such as Deacons, Trustees, Religious Education, Stewardship, and Media.**
- Provide guidance for bible study groups and confirmation classes.**
- Attend and participate in any major events within our church, such as Holiday Meals, Vacation Bible School, Living Nativity, etc.**
- Maintain ties with local area church communities, such as the Taunton Area Council of Churches.**
- Serve as a representative of the church at community events, such as “opening day” for the youth athletics.**
- Attend other church functions, such as pot-luck dinners or Sunday School events, as time allows.**

*** Knowing that this pastoral position is not full time, the congregation recognizes that some duties will need to be shared/delegated to lay leaders within the membership. We further recognize that certain special events (such as weddings, funerals, and multiple holiday events that cannot be delegated to lay leaders), shall merit the need for payment of extra hours. When the need arises for the pastor to work more than 25 hours in one week for such events, he/she will be compensated for the additional hours at an hourly rate defined in the pastor's contract.*