Interim Minister Position Description
Talmadge Hill Community Church (THCC)

The mission of Talmadge Hill Community Church is to know the love of God and share it. We are seeking a part-time interim minister who can function as a peer and partner for our Lead Minister. The interim minister will be responsible to the direction and supervision of the Lead Minister and the Unified Board.

Talmadge Hill is a non-denominational, independent church founded in 1870. Recent ministers have drawn from the Presbyterian and UCC traditions. The church has operated with two co-ministers for the past four years. Our current Lead Minister has been with us for 12 years. Our departing co-minister has been with us for 3 years. Membership has been in the 120-150 person range, though during the Covid period in-person attendance has declined. Traditionally, THCC has offered two Sunday services though we are currently only offering one 10am service. The culture of Talmadge Hill is casual but very committed. Worship is the heart of our shared life. Non-doctrinal in nature, our worship is welcoming and less formal than many churches. It blends the old and the new. While the music tends towards the contemporary, we choose to celebrate Communion each Sunday. In all aspects of worship, we seek to be dynamic and relevant, believing that connection, unity and wholeness are the essence of our spiritual journey rather than belief and belonging systems. Missions is an important part of the Church. We distribute 22% of our annual giving to Mission partners and we emphasize the importance of non-monetary discipleship.

Our church is open and affirming.

Responsibilities
1. To be available for your duties no less than 25 hours per week.
2. To lead or co-lead worship services at least three weekends per month.
3. To preach at least every other week or at such times as the Senior Minister directs.
4. To provide pastoral care for those in crisis situations, visiting church members or providing counseling as needed.
5. Attend monthly meetings of the Unified Board.
6. To officiate and weddings and funerals as needed.
7. To provide counsel and advice to the congregation and its leadership during the transition period.
8. To work with staff and the Senior minister in a positive, productive, and communicative fashion.
9. Attend and lead Bible Study as needed.
10. Lead a monthly Women’s Circle meeting providing both content and session moderation.

Required Qualifications
1. Seminary educated and trained, having earned at least a Master of Divinity or its equivalent.
2. Experience leading worship service and strong homiletical skills.
3. Completed boundary training.
4. An advanced sense of cultural and social awareness.

Preferred Qualifications
1. Prior experience serving in a lead role within an established church.
2. Experience and training as an interim minister.

Installed Position
The interim minister will/will not be considered as a candidate for the installed co-minister position.