**Arizona Conference Corporation of Seventh-day Adventists**

**Job Description**

**Interim Pastor/Minister**

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| **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Department/Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
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| **Status: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
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| **Benefits: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Supervisor’s title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |  |
| **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

Job Overview

The Interim minister’s role is to provide spiritual, pastoral, evangelistic, and administrative leadership to the local church within a maximum work week of three-quarter hours. The interim minister ensures the Mission Statement and Objectives of the Church result in balance with evangelism, nurture, fellowship, and worship and achieves this balance by ministering to the community, the church as a whole, and each church member individually, through the assistance of their lay leadership.

Authority, Accountability

Authority as delegated by the Church Board and Conference Committee. Work is performed without supervision. Assignments are performed independently, referring problems, concerns, etc., to church board or conference for help. May supervise others.

Essential Job Functions

The Interim Pastor/Minister’s responsibilities shall include, but are not limited to the following:

*Spiritual Development and Leadership*

* Continuously develops an intentional and personal relationship with Jesus Christ by engaging in Spirit-led Bible study and in an effective prayer life
* Leads and nurtures individuals towards Christ by personal example and Christ-centered preaching
* Leads, trains, and motivates members and worshippers in the practice of active discipleship through witnessing and sharing the Word of God

*Evangelistic Leadership*

* Leads the church by example in outreach and evangelism as an integral part of church life
* Effectively educates members for appropriate forms of outreach to the public
* Encourages life-style witnessing, networking, and personal evangelism that result in decisions for Christ
* Leads out in and trains others to conduct personal Bible studies and small group discipleship

*Pastoral Leadership*

* Practices the essence of pastoral care through intentional visitation and personal interaction
* Unites the church through a ministry of reconciliation, restoration, instruction, affirmation, and challenge
* Encourages the application of Spiritual Gifts
* Encourages faithfulness by church members in all aspects of stewardship

*Administrative Leadership*

* Administers the business of the church in cooperation with lay leadership and promotes planning and the achievement of agreed upon goals
* Communicates and upholds clearly the purpose, goals, and plans of the church using sensitivity and vision
* Represents the interests of the World Church at its various organizational levels
* Actively supports church programs and initiatives of the conference and the corporate church
* Participates as an effective team member and representative of the various aspects of the church’s organizational structure
* Participates in Camp Meeting duties as assigned.

*Core Performance Indicators*

* Consistently models and reflects a vibrant relationship with Jesus
* Consistently preaches Bible-based and Christ-centered sermons that are balanced and relevant
* Reveals passion for evangelism and empowering people to effectively witness
* Facilitates the smooth day to day functions and services of the church
* Relates well to individuals both within and outside the church
* Provides excellent pastoral care for the worshippers either personally or through coordination of the pastoral care team
* Consistently reflects the mission and values of the Church.
* Consistently demonstrates sound judgment in decision making
* Demonstrates tact, uncompromising principal, grace, and impartiality when dealing with difficult situations that may require discipline
* Leads by example in regard to strong work habits, time management, and attendance
* Competently meets all specifications of the job description through the assistance of lay leadership
* Achieves satisfactory performance evaluation results

Skills/Qualifications:

* Has extensive knowledge of principles, policies and beliefs of the Arizona Conference and the Seventh-day Adventist Church
* Exhibits a commitment to the Seventh-day Adventist doctrines and lifestyle
* Expresses loyalty and interprets Arizona Conference philosophy, policy and procedures positively
* Demonstrated leadership skills.
* Must have sensitivity to people’s concerns
* Must demonstrate sound financial management skills
* Contributes to a climate of high morale among staff
* Relates well with peers, students, visitors and employees
* Is adaptable, calm and able to work under stress
* Exercises judgment and discretion when making decisions
* Maintains a high level of confidentiality
* Exhibits initiative and organizational ability
* Adaptable and able to evaluate priorities.

Education/Experience

* Must be a Seventh-day Adventist member in regular standing.
* Baccalaureate degree. Master's degree and seminary education desirable
* Experience in leading, program design and implementation in a worship setting

Physical Requirements

Must be able to read, speak, hear and write. Must be able to effectively communicate both orally and in writing. Some standing, walking, bending, kneeling, carrying of light items, etc. required. Standard work hours, as defined by organization’s *Employee Handbook*, are required

Working Conditions

Essential responsibilities are performed primarily in a sedentary and comfortable manner. Tasks are usually performed under normal office conditions with little or no noticeable discomfort. Work area is well lighted and ventilated.

**\* \* \*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**