**Transition Pastor/Head of Staff Position Description**

**Reports to:** Milwaukee Presbytery and Session **Effective**: 5/1/17

**Directly Supervises:** Associate Pastor of Discipleship, Pastoral Care, Church Administrator, Worship Ministry Director, Worship Ministry Associate Director, Congregational Care Director, Children’s Ministry Director, Youth Ministry Director

**FLSA: E**xempt

**Salary Range:** TBD depending on final structure

**Job Summary:** The Transition Pastor/Head of Staff of the Crossroads Presbyterian Church will lead and guide the church in fulfilling our mission: “To Know Christ and Bring Others to Him.” In addition, this person will help us grieve the sudden and recent loss of our Senior Pastor, continue the church’s momentum, and help us prepare for a new Senior Pastor.

**Essential Functions:**

**Preaching /Worship**

* Share preaching responsibilities with the Associate Pastor and partner with Worship Planning Team to plan services
* Lead and integrate with existing worship styles
* Coordinate and participate in officiating of weddings/funerals/baptisms
* Teach weekly Pastor’s Bible Study

**Communication/Relationships**

* Help the church through the grieving process and prepare the congregation for a smooth transition to a new Senior Pastor
* Help to foster a loving and inclusive Christian community
* Engaging, welcoming and strives to be connected with the congregation
* Connects well with and encourages people to participate and work together across all generations
* Leads the congregation in their spiritual growth wherever they are in their faith journey
* Lead the congregation to learn how to communicate effectively, inviting shared input and engaging in difficult discussions if the situation arises

**Leadership/Staff Administration**

* Serve as Head of staff and provide day to day coaching, support, and guidance of the Ministry Staff
* Leads weekly leadership staff meetings
* Manage and guide the development and deployment of Crossroads’ pastoral and program staff in alignment with Session’s goals

**Leadership/ Session**

* Moderates monthly meetings of the Session as it guides the spiritual, programmatic and administrative life of the church
* Work to support and encourage the Shared Leadership ministry model to increase lay involvement

**Minimum Qualifications**

* Ordained in the Presbyterian Church (USA) or other denomination in full communion with the Presbyterian Church (USA)
* Minimum of 5 years in pastoral leadership, preferably in a large, multi-staff church
* Demonstrated leadership, management and administrative skills
* Skilled in grief facilitation
* Calm and stabilizing presence
* Humble, authentic, spiritually strong, an encourager
* Team player who wants to work with us and use our strengths
* Confident in self but not arrogant
* Self-aware, knows and admits strengths and limitations
* Will raise up new leaders
* Formal Interim Training, preferred

**Physical Requirements**

* Able to move freely in and out of different ministry settings (church, homes, hospitals, skilled care facilities)
* Able to speak in a public forum

**Core Competencies (desired but not required)**

* **Mission Ownership**: Demonstrates understanding and full support of the mission, vision and core values of Crossroads Presbyterian Church. Can teach those core values to others. Leads his/her leadership team to identify unique mission and vision, which is in line with the mission and vision of Crossroads Presbyterian Church.
* **Hospitality/Accessibility:** Generates a sense of hospitality and/or accessibility by his/her very presence; communicates a sense of availability, warmth, openness and approachability; fosters natural connections between members of the congregation and with visitors; supports a culture of welcoming and connection in the life of the congregation.
* **Spiritual Maturity**: Shows strong personal depth and spiritual grounding; demonstrates integrity by walking the talk and by responding with constancy of purpose; is seen by others as trustworthy and authentic; nurtures a rich spiritual life; seeks the wisdom and guidance of appropriate mentors; is able to articulate a clear and consistent theology.
* **Preaching and Worship Leadership:** Is a consistently effective preacher and worship leader; is able to inspire from the pulpit; communicates a clear and consistent message faithful to the Biblical text through sermons that are carefully prepared and artfully delivered; projects the identity and character of the congregation through worship leadership presence.
* **Stewardship:** Promotes stewardship as a principle that guides both individual and congregational life; encourages generosity in the sharing of time, talent and finances; promotes a culture of abundance; supports leadership in the development of a comprehensive stewardship program.
* **Strategy and Vision:** Works to promote and execute on Crossroad’s existing strategy and vision, encourages the congregation to be inspired about where we are today, and where we are heading.
* **Organizational Agility**: Is astute about how congregations work; knows how to get things done through formal and informal channels; understands the importance of supporting good policy, practice, and procedure; appreciates the power in the culture of a congregation; is politically savvy.
* **Decision Making**: Makes effective decisions, balancing analysis, wisdom, experience, and judgment; is aware of the long-term implications of choices made; is generally regarded as offering solutions and suggestions that are correct and effective.

* **Collaboration:** Has a natural orientation toward getting people to work together; shares wins and successes; fosters open dialogue; lets people finish and be responsible for their work; creates strong feelings of belonging among group members; is a good judge of talent and can accurately assess the strengths and limitations of others.
* **Initiative**: Demonstrates ambition for the congregation; is motivated; enjoys hard work; is focused on moving the church forward at an appropriate pace.
* **Public Communication**: Demonstrates a comfortable ease when speaking in a variety of settings (both small and large groups, inside and outside the congregation); is effective at addressing a range of topics; can get messages across with the desired effect.

* **Calming Influence**: Able to be empathetic, calming, and reassuring to the congregation as we grieve the sudden loss of our Senior Pastor, while still keeping the congregation focused on moving forward.
* **Ego Strength:** Demonstrates strong and appropriate personal boundaries in relationships; confident in self but not arrogant; is emotionally mature; casts a calming influence on people; is not overly dependent upon outside affirmation; works to build a strong personal support system.

* **Personal Resilience:** Learns from adversity and failure; picks up on the need to change personal, interpersonal, and managerial behaviors; deals well with ambiguity; copes effectively with change; can decide and act without having the total picture; comfortably handles risk and uncertainty; seeks feedback; expresses personal regret when appropriate.