

CALVARY PRESBYTERIAN CHURCH SAN FRANCISCO, CALIFORNIA

POSITION DESCRIPTION INTERIM PASTOR AND HEAD OF STAFF

ACCOUNTABILITY: Session

SUMMARY: As the Interim Pastor and Head of Staff, provides pastoral, spiritual, and organizational leadership to Calvary Presbyterian Church in its ministries for Jesus Christ. Driven by a clear passion for the mission of Christ, this person will guide the members, staff and friends of Calvary through a time of transition as they clarify a common vision for their active witness in the community, city and world.

RESPONSIBILITIES:

- Brings excellent preaching to the Calvary pulpit and provides leadership in worship;
- Provides leadership in the planning of worship, working closely with the two Associate Pastors, Music Director, Director of Family Ministries and Worship Commission;
- Moderates the Session and provides staff leadership and guidance to the Coordinating Council, the Serving Commission, the Support Commission and the Worship Commission;
- As Interim Head of Staff, works with the Personnel Mission Team to support, motivate, evaluate and direct the staff;
- Supervises the Associate Pastors, the Director of Music, the Church Administrator and Pastors' Administrative Assistant.
- Provide guidance to and oversight of the Pastor Nominating Committee. Primary task is to facilitate and help frame the activities of the Committee.
- Provides a teaching ministry, including participation in the teaching of bible study, educational seminars and new members' classes;
- Provides pastoral care to members and other participants in the Calvary community;
- Participate in the broader work of the church and in community events on a selective basis.
- Provides a fresh perspective and vision in regards to the future of Calvary.

ATTRIBUTES & QUALITIES

- Excellent preacher;
- Strong preference for experience in a church of similar size and urban setting;
- Excellent people management and leadership skills, including the ability to encourage strong teamwork, and motivate and empower both staff and lay leadership. Brings a collaborative and flexible approach, while still providing clear direction and support to staff, associate pastors, Session, and relevant Commissions;
- Strong communicator, outgoing and expert at taking initiative to connect with people;
- Organization: strong attention to detail and ability to multi-task and ensure the setting of clear goals; provides regular, timely feedback;
- Incorporates spirituality into the daily life and work of the church;
- Must embrace both the diversity of the Calvary community and, at the same time, appreciate our traditions. Open-minded with broad theological understanding and training;
- Brings new ideas and energy to all areas of church life working in a collaborative manner that ensures stability through time of transition;
- Good judgment with strong personal credibility; able to leverage own real-life experiences (work, life, family) to understand and relate to the challenges and lives of Calvary's people.
- Has experience in helping large churches in transition including specific training in facilitating search committees as they discern the call for a new pastor

ADDITIONAL INFORMATION ABOUT CALVARY PRESBYTERIAN CHURCH

Calvary Attributes

- Nationally prominent church
- Tradition of excellent preaching
- Benefited by long, successful pastorates
- Excellent music program – long-time music director, outstanding choir
- Open, diverse church community that welcomes everyone
- Traditional Sunday morning worship but open to new ideas
- Strong staff
- Talented and dedicated lay leaders
- Highly educated congregation that seeks stimulation
- Dynamic ministry to large, growing population of young families

- Very active seniors ministry
- Rise in community service efforts in recent years
- Youth and adult mission trips offered
- Well-maintained and attractive church facilities open to outside groups.
- Significant endowment and associated charitable foundation
- Level of giving has held up during economic downturn
- Located in very stimulating and attractive community
- World class academic resources including University of California, Stanford University, San Francisco Theological Seminary, Graduate Theological Union
- Vibrant Sunday school program for Nursery through 3rd grade
- Opportunity to grow and enhance Sunday school for middle school, junior high and high school

Near-term opportunities for Calvary

- Maintain momentum in church activity, support and interest during pastoral transitions
- Build a strong ministry for teenagers
- Create an active young adult ministry
- Establish small covenant groups
- Resume growth in membership and worship attendance
- Inculcate in our members and friends a stronger sense of responsibility to support the church financially
- Identify and stabilize parking resources near church