

## **Stated Supply Job Description**

The stated supply pastor will assume full duties as the pastor of First Presbyterian Church, Waukesha, Wisconsin. She/He will carry on existing programs of the church and assist in new projects the church decides to undertake. The pastor will be expected to be a strong administrator. We will need support and guidance to keep the positive attitudes and momentum in our church and our church family.

The stated supply pastor will perform the following duties. **[ca. 40 hrs/week]**

### I. WORSHIP

- A. Prepare all regular worship services (including hymn selection).
- B. Outline each service for the bulletin.
- C. Coordinate worship activities with the staff and worship committee.

### II. ADMINISTRATION

- A. Supervise the activities of the church staff.
- B. Moderate session meetings.

### III. PASTORAL

- A. Perform hospital visits and handle family/individual crisis as a counselor.
- B. Conduct weddings and funerals when requested.

### IV. TRANSITIONAL

- A. Help the congregation work through any grief/relief process following the loss of a minister.
- B. Enable the congregation to identify current issues and resolve them.

## **Time Commitment & Compensation**

This is a stated supply position for the term of one year with the possibility of renewal. Benefits meet and compensation exceeds the Presbytery minimum requirements. We envision a full-time (40 hours per week) position, although we will consider candidates interested in a part-time (ca. 30 hours) position.

## **Application**

Please e-mail your Personal Information Form (PIF) to [presby1@sbcglobal.net](mailto:presby1@sbcglobal.net) and call 262-542-4243 to verify receipt.

## **Links**

**Web site:** <http://www.FirstPresWaukesha.org>

**Facebook:** <https://www.facebook.com/FirstPresbyterianWaukesha/>