

POSITION DESCRIPTION
First Presbyterian Church, Kalamazoo, Michigan

TITLE: Interim Pastor, Head-of-Staff

PURPOSE: To provide leadership and support for the church's program and mission in ministry by extending a loving and Christ-like pastoral presence to members of the church and community using the skills of proclamation and pastoral care.

ACCOUNTABILITY: The Pastor is accountable to the Session and Congregation

RESPONSIBILITIES:

1. Lead the church through the self-study process and support the church through pastoral transition.
2. Provide spiritual leadership through a regular program of pastoral care, preaching, worship leadership, and teaching which will lead to the spiritual growth of the membership. To give leadership to (through a shared and collegial relationship with the other pastoral staff) all pastoral functions, including worship leadership, preaching, funerals, weddings, visitation of members and visitors, counseling, hospital visitation, through a sharing of the love and joy of Jesus Christ.
3. Give leadership and oversight, as the moderator of the Session, through the development of effective communication, planning, and implementation of the goals and mission statement of the congregation.
4. Lead and inspire the Session and congregation in the development and effective operation of a wide-range of programs and ministries through active participation in the recruitment, motivating, and training of leadership.
5. Provide active leadership to the Session and congregation in the strengthening of programs that enable the church to grow in mission and a sharing of Christ's love with those in need in our community and in the world.
6. Provide active leadership to the Session and congregation in intensifying efforts in the area of evangelism and membership recruitment that will attract a growing number of new members from the Kalamazoo area.
7. Provide supervision through the development of strong working relationships with the church staff.
8. Be a team-player as a cooperative and supportive person on a staff team through regular and effective communication, an enthusiastic and supportive attitude, and a willingness to adapt and be flexible in support of the needs of other staff.

RELATIONSHIPS: Relates to the Session as moderator and other committees as ex-officio member, and attends meetings as scheduled, responding to requests of Session and various committees for information, assistance, and reporting on areas of leadership and responsibility. Relates to the staff as head-of-staff and to the congregation as pastor.

EVALUATION: Performance reviews will be conducted at least annually by the Personnel Committee. The Personnel Committee will review annually the adequacy of compensation and make recommendations to the Session.

STATUS / TIME REQUIREMENTS: This is a full-time exempt position and therefore is not covered by the overtime provisions of state and federal law and are therefore not eligible for overtime pay.

(2026)