Position Description
Temporary Supply Teaching Elder, Minister of Word & Sacrament, Head of Staff
Grosse Pointe Woods Presbyterian Church (GPWPC)
Grosse Pointe Woods, Michigan

After 82 years, GPWPC, the church on the corner, is still sharing the Word throughout the greater community. Our mission is to be a welcoming and caring congregation, fostering growth and reaching out in Christ. Our vision is to be a joyful, diverse, nurturing Christian family, who celebrates and shares God’s love with all people.

GPWPC leases parts of their beautiful facility to local charitable organizations (such as CaughtUp https://www.caughtup.org/ and Sister Judies Outreach https://www.sisterjudiesoutreach.com/) in effort to make a greater local impact. We also operate Sunny Days cooperative preschool as a Christian outreach to the community.

Our current faithful congregation of approximately 140 members is looking at a bright future.

Purpose of the Position
We are seeking a Temporary Supply Pastor to guide us on a journey to a called Pastor. Our goal is to expand the presence of our church in membership, community involvement, and service to the needs of others.

The successful candidate will help guide GPWPC through a transitional period and assist Session with updating our identity, purpose, and mission.

Accountability
This is a half-time position, approximately 25 hours per week. The Temporary Supply Pastor / Head of Staff is accountable through the Personnel Committee of Session, and through the Committee on Ministry (COM) to the Presbytery of Detroit. There will be regular performance reviews by the Session and the Presbytery’s COM.

Primary Responsibilities –
The Temporary Supply Pastor will have the responsibilities outlined in Attachment “A” as approved by the Session and submitted to the COM. Additionally, the Session and the Temporary Supply Pastor understand and agree that the Temporary Supply Pastor is eligible to be called as the installed Pastor (within the guidelines of the Presbytery Committee on Ministry).

Principal Terms of Contract

- The contract will be for a twelve-month term, subject to renewal two times, for a maximum of three years’ service, with the approval of the Session and the Presbytery’s COM.

- Either party may terminate said contract with 30-days prior notification along with the consent of the Presbytery’s COM.

Qualifications and Experience

- PC(U.S.A.) Teaching Elder

Continued…
Attachment A

- **Worship/Teaching/Outreach**
  - Working with the Worship Committee, plan and lead all worship services.
  - Conduct weddings, funerals and baptisms for members of the congregation.
  - Participate in weekly prayer time with the staff and with the children of Sunny Days pre-school (onsite).

- **Administration**
  - Serves as Head of Staff.
  - Conduct staff meetings as deemed appropriate by Pastor.

- **Session Support**
  - Provide appropriate guidance to Session Committees.
  - Moderator of Session and annual congregational meeting.

- **Pastoral Care**
  - Coordinate all elements of pastoral care, including times of crisis or major life events.

- **Presbytery Support**
  - Attend required Presbytery meetings.
  - Actively participate in local collaborative efforts (i.e. Meeting of Eastside Churches)