

First Presbyterian Church, Portland, Oregon

Interim Pastor Position Description

Title: Interim Pastor and Head of Staff

Nature of position: Full-time, exempt from FLSA

Reports to: Session

Date revised: December 2025

Church Mission & Vision Statements:

Love God. Love Our Neighbors.

We commit to be a church that is:

Engaged. *A forward-thinking and involved congregation committed to each other and to the wider community.*

Inclusive. *A faith community that affirms and welcomes all people.*

Compassionate. *A congregation that follows in Christ's way, advancing the well-being and dignity of all people, working for a just and equitable society, and caring for all creation.*

Faithful. *Living our faith authentically with energy, intelligence, imagination, and love while expanding the circle where God's love is known.*

Job Summary:

Leading the worship life of the congregation; primary responsibility for preaching; overseeing the staff; moderating Session; and working in close liaison with several committees. This is a short-term interim position to complete the work already well-underway; our Pastor Nominating Committee has begun its work.

Essential Functions:

- Supervising other pastoral staff, business administrator, and director of music ministries
- Preaching and leading worship
- Coordinating preaching schedule and special worship services
- Moderating Session

Desired Qualifications:

- Ordained in the PCUSA or partner denomination
- Masters of Divinity (doctorate highly considered)
- Experience in all aspects of the position
- Experience as an interim pastor
- Transitional pastor training/certification

Evaluation:

A three-month evaluation will be performed by the Personnel Committee.

Personal Competencies

Compassion and care:

Exudes a natural sense of care for the well-being of others; responds with empathy to the life circumstances of others; communicates a sense of support through presence; listens.

Integrity and trust:

Is seen as trustworthy by others; fosters honest and transparent communication; keeps confidences; admits mistakes; responds to situations with wisdom.

Mission ownership:

Demonstrates understanding and full support of the mission, vision, values, and beliefs of the congregation; consistently behaves in a manner congruent with that mission and vision. Respects the diversity and views of the congregation.

Negotiates conflict:

Fosters comity; guides congregants and staff through potentially volatile situations; unifies individuals with disparate values; addresses conflict with courage and poise.

Verbal and written communication:

Conveys ideas clearly and articulately; writes clearly and creatively; delivers message in a tone appropriate to the context; honest.

Organizational Competencies

Change leader:

Guides the congregation and Session as the Pastor Nominating Committee completes its work.

Helping orientation:

Demonstrates concern for and attends to the needs of the congregation's internal and external constituents; projects a sense of empathy and understanding when dealing with members and friends of the congregation.

Priority setting:

Helps allocate time and resources to what is important; identifies goals as long- and short-term and communicates/acts accordingly; minimizes distractions; perseveres.

Coordination:

Facilitates effective lines of communication between various groups within the church; fosters collaboration and cooperation.

Supervisory Competencies

Delegation:

Clearly and comfortably delegates tasks and decisions; creates accountability; monitors process, progress, and results; fosters initiative.

Supervising work:

Establishes clear expectations and sets clear direction; provides regular and ongoing feedback on performance; works with Personnel committee to address substandard performance and staff conflicts as needed; reviews reporting staff on a regular basis.

Managerial Competencies

Financial understanding and oversight:

With the Church Business Administrator and various committees, exercises general oversight of the church's business and financial life.

Strategic management and planning:

Visualizes the larger picture of where the organization is heading; guides Session in identifying and prioritizing strategic objectives that are consistent with the vision of the organization; helps coordinate staff and Session efforts to pursue those objectives.

Pastoral/Program Competencies

Spiritual maturity:

Shows personal depth and spiritual grounding; nurtures a rich spiritual life through reading, retreats, and prayer; seeks the wisdom and guidance of appropriate mentors; articulates a theology that is both in keeping with the ethos of the congregation and faithful to our Presbyterian tradition.

Worship:

Is a faithful preacher; communicates a clear and relevant message through sermons that are carefully prepared and engagingly delivered; encourages the congregation to reflect on their life of faith and to respond to scriptural imperatives both individually and as part of the church; guides the staff in planning worship.

Visitation:

Generates a sense of calm, hopeful presence among those who are ill or grieving; offers appropriate prayers; works with the pastoral team to help ensure members of the church are visited as needed.

Wider church connections:

Coordinates with the Presbytery of the Cascades, attending its meetings regularly.