**Nashua Presbyterian Church**

**Interim Pastor’s Job Description**

This full-time position will be responsible for the pastoral duties in the worship life of the congregation, worship, pastoral care, administration, and leadership of the Session the Deacons and various other committees of the church. The Interim Pastor will keep the church moving forward by determining what we have available in talents and resources and how best they can best be utilized. The interim will guide a process called a Mission Study to identify any possible organizational changes or new mission. Leadership development, Church growth and fellowship, Christian education and community outreach are all of primary concern. The Interim Pastor will keep the church focused and functioning during our search for a permanent Pastor. Interim experience and training are desired, or a commitment to be trained in the first year. Eligibility to be a commissioned ruling elder or ordination in the PC(USA) (or formula of agreement denominations) is required. Additional communications skills required: experience in use of PC computers (Microsoft Office, including Word, Excel, and PowerPoint), Zoom, Website (Weebly), What’s App, texting, Google Drive, Mail Chimp and Facebook. During the interim process, the pastor will consult with the Presbytery of Northern New England’s Commission on Ministry.

**Compensation:** The Session agrees to provide the following compensation (based on qualifications) to the Pastor:

Up to $72,000 annually to include a mutually agreed allocation for all of the following:

 Base Salary

 Social Security offset

 Housing Allowance

 Study Allowance

 Mileage (at a pre-determined cap vouchered and reimbursed at the IRS rate)

 Board of Pensions

**Study Leave:** The Session allows and encourages the Pastor to attend seminars, workshops and courses up to two weeks per year.

**Paid Vacation Leave:** The Session allows and encourages the Pastor to take vacation one week including Sunday, for each three months of service. (4 weeks per year)