

The Interim Pastor Job Description Daybreak Family Worship Center

Biblical References: Acts 20:28-32; I Timothy 3:1-7; 1 Timothy 5:17; Titus 1:5-9; I Peter 5:1-4

Policy and Procedures Description of the Interim Pastor Service Title: Interim Pastor

Ministry Purpose: To proclaim the gospel of Jesus Christ, to teach the biblical revelation, to engage in pastoral care, provide administrative leadership in all areas of church life and function, supervise paid church staff and conduct the ordinances and functions of worship.

Serving Relationships: The Interim Pastor is under the guidance of the Holy Spirit and the Church Body. He directly receives counsel from the Elders who serve the congregation.

Position Responsibilities:

- Maintains a vital and wholesome personal relationship with the Lord through daily Bible study and prayer.
- Leads the congregation in effective programs to fulfill the Great Commission with vision, purpose and priority.
- Plan and conduct worship services, developing sermons, planning with music leadership and leads in the observance of ordinances.
- Works with Elders and other key leadership to carry out the mission and purpose of the church.
- Visits and ministers to members and prospective members in homes, nursing care facilities and hospitals.
- Oversees, along with Elders, all church discipline matters and the management of conflict issues in the church.
- Communicates with the congregation through articles or announcements, written and spoken using church newsletter, bulletins and worship services.
- Serves as Overseer/Administrator of paid church staff supervising and evaluating the tasks assigned to each.
- Cooperates with associational, state and denominational leaders in matters of mutual interest and concern.
- Acts as a parliamentarian to the moderator in business conferences Conducts counseling sessions, performs wedding ceremonies and conducts funeral services.
- Leads the search for the Senior Pastor Position and other duties as assigned.
- Serves to recommend and advise committees and teams.
- Adheres to the Church Bylaws and Policies and Procedures adopted by the church.
- Maintains proper priorities at home with his wife and children, if married.

The successful Interim Pastoral Candidate will have a license to be a minister in the state of Iowa and have the following experience and skills:

- Proven organizational skills in working with Elders and teams of ministry leaders to carry out the mission and the purpose of the church.
- Documented training and experience in providing Counseling sessions for both individuals and married parishioners.
- Previous experience in the development of programs to fulfill the Great Commission with vision, purpose and priority.
- Previous experience as a Senior Pastor and is comfortable and passionate about preaching the Word of God
- Served as an Administrator for paid church staff and provided supervision, discipline and evaluation for the tasks assigned to each.

Salary Range: \$1115.00 - \$1500 monthly

How to Apply

Interested applicants should submit a resume and statement of faith via email to: ronmells@earthlink.net. Additionally, applicants should send nine DVDs of a recent sermon to:

Elder Ronald L Mells
3012 Southern Hills Drive
Des Moines, IA 50321

Only applicants that have submitted all of the requested information will be considered. The deadline for submission of materials is March 16, 2012.