

## **Job Description** Pastoral Intern

Effective: January 1, 2022

The following is the job description for the pastoral intern (40 hours/week) that serves to guide the candidate in performing his tasks effectively and efficiently in support of the pastor and volunteers of the church. The requirements outlined in this document are based on the expectations of the Session of Cliffwood Presbyterian Church.

### **Reports to:**

Pastor for day-to-day operations; the Session for overall performance and job description.

### **Qualifications:**

- Enrolled in the M.Div. program of a Reformed seminary (full or part-time), about to enter such a program, or a graduate.
- Computer literate, willing to learn additional software programs as needed.
- Member in good standing of a Reformed church.

### **Job Description:**

#### *Administrative*

- Support the teaching elder in his duties to the church and perform such tasks as are assigned to him by the teaching elder and/or the Session, including but not limited to:
  - Assist in preparation of materials needed for the worship services.
  - Maintain social media and internet platforms.
  - Manage incoming and outgoing mail as needed.
  - Help with correspondence, telephoning, and any other tasks that might be done to free pastoral staff to do more ministry related duties.
- Perform other administrative duties as required.
- Prepare, update, and distribute church directory as needed.

#### *Pastoral*

- Preach once per month until licensed to preach by the Savannah River Presbytery. Once licensed by the SRP this will increase to twice per month. In addition to these preaching assignments the intern will supply Cliffwood's pulpit when the pastor is away.
- Assist in leading worship as needed.
- Assist in teaching the Sunday School hour as requested by the Christian Education committee's schedule.
- Assist in leading the Wednesday Night Prayer and Study hour.
- Provide pulpit supply to neighboring churches as needed.
- Accompany pastor on shepherding and pastoral visits.
- Attend a minimum of one Session and one Diaconal meetings per year.
- The intern and his family would be expected to participate in all worship services and corporate gatherings of the church unless providentially hindered.

#### *Evangelism*

- Develop an evangelistic outreach ministry as part of the ministry of the church.

- Participate in, and develop, the Cliffwood outreach days in conjunction with the elder in charge of Cliffwood missions.

#### *Continuing Education*

- The intern would be permitted to continue to pursue his M.Div. degree part-time through distance education and intensive courses.
- Pursue licensure in the Savannah River Presbytery of the PCA.
- Pursue completion of presbytery internship (optional).

#### **Pay Structure**

This full-time position is paid for 40 hours per week. Compensation is set at \$35,000 in annual salary. Schedule for this position can be negotiated, however, except for cases of dire emergency, the intern is not to perform non-ministerial tasks on the Lord's Day. The Pastoral Intern is entitled to two weeks vacation per year of employment, with the first week available after six months of service, and the second after nine months. These can be taken at the intern's discretion, provided adequate notice is given to the pastor. These vacation days cannot be carried over to the next calendar year.

#### **Applying**

To apply for this position, please forward your resumé and a letter of recommendation from the Session of the church where the applicant holds his current membership to Pastor Geoff Gleason at [geoff.gleason@cliffwoodpca.com](mailto:geoff.gleason@cliffwoodpca.com).