



The American Church in Paris

65 quai d'Orsay, 75007 Paris, France

Title: Interim Senior Pastor

Responsibility: Direct the total Ministry of *The American Church in Paris*

Responsible to: The ACP Council & the Congregation of the ACP and dotted line to the American and Foreign Christian Union

Qualifications:

1. Ordained in an ecumenically-affiliated Protestant Christian denomination in the United States. Possesses recognised church leadership gifts.
2. Highly experienced in a position equivalent to a senior pastor in supervising church staff including associate pastors, youth pastor, music director, and administrative staff.
3. Energetic, enthusiastic, undaunted and experience with the challenges of a large racially, nationally, and denominationally diverse congregation where short-term membership (6 months-3 years) is the norm.
4. Internationally-oriented with openness to and experience with diverse cultures and customs. Previous international experience in ministry, in the range of 2-5 years, is strongly desired.
5. Interim pastor experience is desired but not a prerequisite. Training in transitional ministry would be helpful.
6. Ability to speak French highly desirable, but not a prerequisite.

Duties and Responsibilities:

Overview: The Senior Pastor is responsible for the spiritual guidance and welfare of the Congregation. The Pastor's duties include, but are not limited to, preaching the Word of God, Parish visitation, administration of the Sacraments of Baptism and the Lord's Supper, performance of marriage ceremonies, and supervising the church staff,

- 1) WORSHIP: Lead the worship services, working with the Pastors, Music Director, and Worship and Music Committee, and Lay Leaders.
 - a) Preaching each Sunday, but assigning one Sunday per month to one of the other pastors.
 - b) Sharing in the celebration of the Sacraments and Baptism.
 - c) Planning and preparation of the Liturgy
 - d) Performing wedding ceremonies, sharing such responsibility with the Associate Pastor and Visiting Pastor
- 2) CONGREGATIONAL CARE: Provide counseling as needed to members of the Congregation, assigning and sharing such duties with the Pastoral staff. Make home and hospital visitations. Work with Associate Pastor to develop and train leaders for small groups or lay care teams focusing on prayer, mutual interests and mutual support. Work closely with Nominations Committee to select individuals for the Church Council. Additionally, to help guide and support the congregation in the transition process from the departing Senior Pastor and the on boarding of the new Senior Pastor.
- 3) CHRISTIAN EDUCATION: Oversee the Associate Pastor's direction of the education programs of the church, and provide guidance for the Youth/Young Adult Pastor for educational programs aimed at youth and young adults and the Pastor for education programs aimed at children and adults. The Senior Pastor is expected to teach adult education classes working closely with the Associate Pastor, Visiting and Youth and Young Adult Pastors.
- 4) ADMINISTRATIVE DUTIES: Principal administrative officer of the church. Supervise all church staff functions and personnel. Supervise the management of the property maintenance and improvements. Ex-officio member of all committees. Actively work with the following committees, providing spiritual guidance and leadership:
 - a) Executive Committee
 - b) Human Resources
 - c) Finance
 - d) Property
 - e) Stewardship and Development

The Senior Pastor also is to sign, together with the Moderator, all deeds, leases, sub-leases, contracts, mortgages, or other instruments, and all notes and bonds that the Church may issue in accordance with the Church By-laws.

- 5) AFCU: Provide periodic updates to the American and Foreign Christian Union on the church ministries. Attend the annual meetings of the AFCU.

- 6) STRATEGIC PREPARATION & GUIDANCE: The Senior Pastor should equip and empower the Council and other leadership groups to prepare for and engage in strategic planning of the financial and development opportunities that will strengthen the ministries and missions of the church and help to ensure future sustainability and responsible stewardship of the tremendous human, spiritual, capital and financial resources of the church. This includes leadership in addressing various ethical and political issues that affect the congregation.
- 7) PROFESSIONAL DEVELOPMENT: The Senior Pastor is expected to keep abreast of current and evolving debates that may have an impact on the congregation and Christianity in general. Professional development activities during the interim period should be limited to primarily the maintenance of interfaith and dialogue in the Paris community.
- 8) COMMUNITY ENGAGEMENTS: The Senior Pastor is expected to cultivate a good working relationship with surrounding neighborhood institutions and the French Authorities as is necessary for the ministries of the ACP. Examples would include officials from the Paris City Hall and 7th Arrondissement, as appropriate to maintain the relationship of the ACP and the local community.

*Salary and benefits paid by the AFCU
Housing provided by the ACP*