

West Hills Fellowship
Supply Pastor (.25 FTE)
Job Description and Terms of Reference

The intention of the following document is to clarify elements of work that the congregation would like the Supply Pastor to take responsibility for. These elements of work include...

1. Meaningful Sunday Morning Worship Experiences
 - a. West Hills Fellowship (congregation) currently has many gifted people willing to serve, which is very significant to the planning and conduction of worship service. The expectation would be that jointly the Supply pastor and these interested people would plan and develop worship experiences for the congregation.
 - b. The Supply pastor would likely be responsible for at least half of the Sundays in terms of bringing a message and coordinating alongside others for worship.
2. Visitation and pastoral care
 - a. As a congregation we are moving into and through transition time. This provides an opportunity for us to again talk with a pastor about things that are meaningful to us and to our ongoing experience.
 - b. The Supply Pastor would be invited to visit the members of the congregation as time permits with the hope that after a number of months a review of that visitation might be presented to the search committee for help in understanding information that might be pertinent to that process.
3. Crisis Care and support of those who are ill.
 - a. The Supply pastor will be available to tend to individuals if and when needs in this area arise.
4. Administration
 - a. The Supply pastor will have a small role in the administration of the congregation with the expectation of being part of leadership meetings about once every 6 weeks.

The congregation is inviting the Supply pastor to fulfill the aforementioned elements of work in a .25 FTE (Quarter-time) role. It is expected that some negotiations and lowering of number/expectation may be necessary for the congregation as it moves into this part-time arrangement.

This arrangement would end 12 months following the date of start.