



# Lakewood Presbyterian Church

Open. Inclusive. Affirming.

## POSITION DESCRIPTION

### Maternity Leave Supply Pastor

Lakewood Presbyterian Church; Lakewood, WA

**About Lakewood Presbyterian Church:** Lakewood Presbyterian Church is a small but vibrant congregation. To our knowledge, we are the only Open and Affirming congregation in Lakewood. An average Sunday service includes 20-50 attendees, including up to 10 children. We have a fully staffed nursery for children 0-4 years old. Sunday worship is the heart of the congregational life of LPC, including the robust coffee hour afterward. Most of the members have been a part of LPC for a decade or more and there are many multi-generational families. The leadership of LPC includes a 6 member Session and a 5 member Deacon board. The church has a Free Little Pantry that is co-maintained and supplied in partnership with Lakewood Rotary. The church is still in transition as Pastor Laura began in August 2023.

**General Responsibilities:** The congregation and Church Session seek a leader to maintain Sunday worship, do pastoral care, and facilitate the Church Feasibility Study process during the time that Pastor Laura is on leave. Therefore, the maternity leave pastor should focus on the following:

1. Planning and leading the Sunday worship service, including preaching 3 times per month
2. Coordinating with Pianist and "Ministry in the Congregation" team on worship planning
3. Moderating the monthly Session meeting and attending the Deacons meeting
4. Conducting and coordinating funerals and other pastoral acts, if needed
5. Being on call for pastoral care requests including visiting sick and shut-in members as needed
6. Administrative tasks including all-church email updates, website updates, etc.

**Schedule:** April 1, 2024–July 27, 2024.

Contracts for two, two-month coverage positions will be considered if we cannot find someone for the full duration. Please apply if you are interested in either.

*There is a potential to start in March with coverage for Easter Sunday if Pastor Laura's babies arrive early. If you are interested in on-call coverage for March, please let us know.*

This is a part-time position for 20 hours a week for 16 weeks, which includes 3 Sundays per month. There will be one Sunday off per month, which will be covered by pulpit supply. The hours are flexible, outside of worship and monthly Session meetings (4th Sunday of the month, 12-1:30pm). Work from home is possible during the week.

**Compensation:** \$2,800 per month

**Requirements:** Must be ordained (either PCUSA or full communion partners) and able to administer the sacraments and moderate Session meetings.

**Application Process:** If you are interested in either the full 4-month position or a 2-month position (April/May or June/July), please send a brief cover letter to [pastor@lakewoodpres.org](mailto:pastor@lakewoodpres.org) detailing your interest in the position and experience, so that our Session can get to know you. We will accept letters of interest on a rolling basis and hope to have the Supply Pastor selected by the end of February.