

**United Parish of Bowie**  
**affiliated with**  
**Presbyterian Church (U.S.A.) and United Church of Christ**

Please send all PIF's or resumes to Sue Kennedy: [suepiano49@gmail.com](mailto:suepiano49@gmail.com) 301-262-2492

**POSITION DESCRIPTION:** Stated Supply Pastor (Part Time – hours negotiable)

**THE STATED SUPPLY PASTOR WILL:**

1. Practice the “Good News” of love healing, and reconciliation within the church’s caring community.
2. Minister by preaching, leading worship services, providing education, pastoral care, administrative work and organizational support for the diverse congregation of a union church with ecumenical spirit.
3. Affirm and encourage existing church members and welcome new members to the church so that it can grow in ministry and mission, membership, dedication, spiritual vitality, understanding and stewardship.
4. Work with Board and leadership to find resources that would address UPB’s needs.
5. Work with the committees to determine if changes need to be made to help them better carry out their ministry, including bringing in fresh ideas.
6. Provide monthly updates to the congregation via News and Notes.

**RESPONSIBILITIES**

**Ministry of Word and Sacrament:** Work with the Worship Team to plan all worship services. This includes writing all the liturgy and putting together the draft bulletin, making sure both the PowerPoint Team and those providing music receive the bulletin in a timely manner.

Provide regular preaching and leadership on Sunday mornings and at special services, which could include Thanksgiving, Ash Wednesday, Maundy Thursday, Good Friday and Christmas Eve. Preach Biblically based sermons in the reform tradition and relating the Word to contemporary life. Administer the sacraments of Baptism and Holy Communion. Work with the committees, committee chairs and lay leaders.

**Skills:** Proficient in using technology for communication and worship, including Zoom.

**Pastoral Care:** Provide pastoral care (including home and hospital visits) to person(s) in need, such as those experiencing personal or family problems, loss and illness. Check in via phone call, text, or email after a home, hospital, or assisted care visit, as well as with anyone who has not been in church for 2-3 weeks, or if another member knows of a concern. Provide short-term pastoral counseling, such as pre-marital and grief counseling. Officiate at weddings and funerals.

**Parish Board:** Serve as moderator of the Parish Board, establishing the agenda and presiding at its meetings. Provide the Board with a monthly report of important ministerial services. Work with the Board in fulfilling its duties of leadership and oversight of the church in accomplishing its mission, including issues related to growth and expansion, financial and risk management, maintenance, and diversity. Guide and encourage church officers in their spiritual growth and leadership.

**Education:** Lead new member orientation (as appropriate) and confirmation classes (as needed)

**Committees:** Serve as ex officio member of the following committees: Children, Youth and Family; Communications; Membership and Fellowship; Outreach; Stewardship and Finance; Service and Mission; and Christian Spiritual Formation.

**Compensation:** Negotiable based on hours and experience.