First Presbyterian Church of Fort Bragg

Position Announcement
Interim Pastor in Fort Bragg, CA

First Presbyterian Church of Fort Bragg is a very open, welcoming and friendly church located in the tourist destination town of Fort Bragg, situated on the Mendocino Coast. We are seeking a full time or half time interim pastor to begin serving in January of 2026.

We are a smaller congregation, with a membership of 76 and worship services attended by 30-50 people each Sunday. Our church is in the city of Fort Bragg, CA, a picturesque town on the Mendocino Coast where everyone knows who you are. Our church is closely connected with the community, contributing dollars to worthy non-profits, as well as hosting the Community Easter Dinner and Community Thanksgiving Dinner for coastal residents from Westport to Albion, CA. Established 29 years ago, in 2024 we served 600 (Easter dinner) and 1,200 people (Thanksgiving dinner) respectively.

We perceive of ourselves as a “Can Do” church, which we realize is both a strength and an impediment. We come together to make events and activities happen, such as our community dinners, congregation meals, Community Holiday Bazaar, Christian women activities, and our Deacon outreach. Yet we often try to carry on as our church did 20 years ago, without fully realizing our congregation is primarily seniors and retirees. We are attempting to learn how to more actively involve and engage with our community, as in transformational relationships, which is quite a transition from our simply giving money to those needy within our community.

Our worship style is very “people” oriented, acknowledging the gifts of people in our congregation, sharing both the joys and concerns of our congregation, and greeting everyone by standing up and walking around the church during the passing of the peace. Our fellowship following Sunday worship is not merely a “meet and greet”, but a time for people to humanly embrace and engage each other as a community of faith and friendship. For quite a few of those who attend our Sunday fellowship, this is the only opportunity for intimate and human contact in a town that can feel quite isolating. Our worship, like many main line Presbyterian churches, follows a more formal pattern for our worship service and content.

Like many church’s in the Presbytery of the Redwoods, we struggle with bringing new members into our congregation. Our community knows us as “Do Gooders”, giving significantly to those in need, but we struggle to transform those activities into attracting church members. Many of our members are long time members, stretching back multiple generations. While others are transplants from other churches, having moved

to the area as retirees from cities and towns primarily from CA, but also further abroad in the United States.

We seek an interim pastor who can minister with compassion to ALL of God's children. Our congregation includes people with a wide range of backgrounds, convictions, life experiences, race/ethnicity, sexual orientation, and we value a pastor who can serve everyone with grace and respect. Our emphasis is on hospitality, pastoral care, and nurturing a welcoming community rooted in Christ's love. Our former pastor was a strong advocate for social justice, which ties in with our "Do Gooder" community face. We would want to continue that in some aspect as part of our overall community outreach.

Our Outreach for an Interim Pastor

Because we are located on the Mendocino Coast, it is quite a commute (1 – 1.5 hours) to our location from the CA 101 highway. We realize this geographic isolation may not appeal to those seeking an interim position. And while we as residents believe the glorious views, majestic call of the ocean, and the inspiring coastal redwoods make this an idyllic place to retire, it can also be quite isolating and difficult to attract the right kind of interim pastor.

For these reasons, our Session and congregation fully understand that we need to level-set our expectations for an interim pastor. We have agreed that the person hired could be full time or half time, with the job responsibilities, salary and benefits being discussed and adjusted based on our/their specific needs.

While our housing situation (limited houses to buy or rent) is difficult on the coast, our short-term rentals via AirBNB, VRBO, and some hotels with kitchenettes are quite extensive due to our tourist industry. Bearing this fact in mind and having survived the 2020 COVID pandemic, our church is comfortable with the use of Zoom. We would strongly consider any individual who would want to be here to work in-person for only a few days a month, and accomplish the rest of the work remotely from their home. As an example, we have the technological capabilities to show Zoom sermons in real time or previously taped as part of our church services.

Responsibilities

We have explained in great detail within the Interim Pastor Covenant the job duties and associated responsibilities for this position. We would certainly prefer to have our interim pastor preach every Sunday, but we understand that may not be possible. In that case, we would expect that individual to identify, communicate with, and select visiting pastors to speak at our Sunday worship services. We are blessed to have an installed CRE, Sally Swan, that lives in our coastal community who could be called upon

with adequate notice. We are also use to accessing sermons from YouTube to incorporate into our worship services.

During our Sunday worship services, we use PowerPoint slides to lead the service, which are developed by our Administrative Assistant. The bulletins for our service follow a particular format, and are very “plug and play”. Each of our services has an assigned lay Liturgist, with text provided for them to read during the service. We have been quite sufficient functioning without a pastor for the last month, relying on our Liturgists to help facilitate the service specifics, except for delivering the Sunday sermon.

Our church is currently without a Music Director, but we intend to outreach for this position at the beginning of the year 2026. Until that happens, we have two paid piano players that rotate Sundays during the month.

Our Session Committees would welcome having an interim pastor attend their meetings in-person, but are willing to be flexible and have this person attend via Zoom.

Qualifications
Ordination as Minister of Word and Sacrament in good standing in the PC(USA), experience with weekly preaching and church ministries, and managing a ministry and administrative staff. Training and experience as an interim pastor is desired. We would welcome an individual who has worked with an aging church population, and the delights and frustrations that entails. Because we are situated in a small-town community, we would need someone who is interested in connecting with and getting to know our community more intimately. During this time of pastoral transition, it would be of great assistance to have an individual with creative and visionary leadership to bring new ideas to our Session and help us further understand our future within our church and the larger community.

Terms
This is a full time or part time position starting January 1, 2026, or whenever an appropriate candidate is determined. The interim pastor reports to the Session and will be a member of the Presbytery of the Redwoods for the duration of their service in this position. The contract term is 12 months and may be renewed, with a 30-day termination provision. Salary is listed in our Interim Pastor Covenant.

To apply for the position, please submit your Personal Discernment Profile (PDP) or a resume and cover letter to our Administrative Assistant Melissa Renteria at office@fbpchurch.org.

Attachments: Pastoral Transition Process maps

INTERIM PASTOR COVENANT

The following covenant is between the session of First Presbyterian Church of Fort Bragg and the Rev. _____ for the purpose of providing interim pastoral services.

The Rev. _____ will be a Full Time or Half Time Interim Pastor of First Presbyterian Church of Fort Bragg. (Any statement relating to the ordination of the pastor and/or transfer to the presbytery if not a member, would be inserted here)

Job Description for Interim Pastor

The description provided below is a general description with associated job responsibilities for an Interim Pastor. It is understood that for any potential candidate our Session would work with the Interim Pastor candidate to review the job responsibilities and tailor for the specific needs, especially if the candidate wants to work part time and/or work from home.

General Description

The Interim Pastor as Head of Staff provides spiritual leadership, pastoral care, administrative oversight and organizational direction to the congregation with a broad ministry consisting of worship, music, preaching, teaching, pastoral care, and fellowship.

Job Responsibilities (these will be adjusted based on either a Full Time or Half Time Interim Pastor appointment)

- Worship
  - Plan, organize and lead worship services and sermon.
  - Spiritual development of the congregation through the Word of God and administering the sacraments.
- Music
  - Coordinate music with worship service sermons, and communicate with the appropriate people.
- Preaching
  - Prepare and deliver Sunday worship services.
  - Perform weddings, funerals, memorial services, and baptisms.
- Teaching
  - Work with Elder of Finance/Treasurer to educate congregation on understanding of stewardship and per capita.
  - Conduct new membership classes.
  - Provide Bible Study and spiritual education.
  - Facilitate annual retreats for Elders and Deacons, supporting them in the establishment of goals for their committees, along with discussion and leadership on the future of the church.

- Pastoral Care
    - Provide pastoral counseling for individuals and families within the congregation when needed. Visit people at home and in the hospital, or where reasonably requested.
- Administrative Oversight
    - Provide active leadership to Session as moderator.
    - Provide “Pastor’s Report” at each Session meeting.
    - Work with Session to establish vision, direction, and priorities of the church.
    - Supervise and evaluate staff in consultation with the Personnel Committee and Session.
    - Oversee all internal/external church communications. Work closely with the Clerk of Session, Administrative Assistant, and bulletin board team for internal communication. Work closely with the Administrative Assistant and the Community Service Chair on external communication.
    - Serve as staff liaison to church committees and attend scheduled meetings.
    - Provide support to Session, Deacons, associated church committees, and Ministry and Mission Study.
- Fellowship and relationships
    - Encourage partnership of the whole church with the mission and ministry of PCUSA and Presbytery of the Redwoods.
    - Attend regular meetings of the Presbytery of the Redwoods and report relevant updates to Session.
    - Participate in the inter-faith ministry within the coastal communities.

ACCOUNTABILITY

During the length of the agreement, The Rev. _____ will be accountable both to the session through the Personnel Committee and to the presbytery through the Committee on Ministry (COM) of the Presbytery of the Redwoods. At the end of the contract, First Presbyterian Church of Fort Bragg agrees to provide a verbal and written performance review.

It is understood that should the Interim Pastor have any serious differences or difficulties with any former pastor(s) of this congregation, the matter will be referred to presbytery's COM.

It is understood that the Rev. _____ has agreed not to be involved in any way with the Pastor Nominating Committee, except to see that adequate reports are made to the congregation. Any suggestions the Interim Pastor has are to be submitted to the COM.

It is understood that The Rev. _____ has agreed not to be a candidate for the pastoral office of First Presbyterian Church of Fort Bragg except in unusual and exceptional circumstances, which would need to be pre-approved by the

Session and COM. They will in every way seek to prepare the way for the coming of an installed pastor.

Terms of Covenant

This agreement is for a period of _____ months (usually 12; not more than 36, Book of Order, G-2.0504b) from the date below. This agreement may be extended in ____ month increments. This agreement may be terminated by the session or the interim pastor after consulting with the COM. A 30-day written notice is required and payment shall continue for the 30 days.

The ideal would be a candidate that works full time for First Presbyterian Church of Fort Bragg. However, we are open to a candidate that works half time, with commensurate responsibilities, salary and benefits adjusted. The opportunity to work from home for a significant portion of the job, whether full time or half time is an option. All negotiations would occur between our Clerk of Session and Personnel Committee Chair, and would need to be approved by the Session and COM.

Salary for a Full Time Pastor:

Terms (Full Time): The Interim Pastor is employed on a full-time basis.
Base salary: $50,781.64
Housing: $29,257.66
Full Pension: $6,702.72
Professional Reimbursement: $3,225.00
Medical care: $28,255.80 (Retired persons are not covered for Major Medical under the pension plan, so some provision may be needed here. Provision for deductible for nonretired pastors may also be a consideration.)
Vacation: Four weeks
Study Leave: Two weeks

Terms (Half Time):

Terms (Half Time): The Interim Pastor is employed on a half time basis.
Base salary: $25,390.82
Housing: $14,628.83
Full Pension: $3,351.36
Professional Reimbursement: $1,612.50
Medical care: $14,127.90 (Retired persons are not covered for Major Medical under the pension plan, so some provision may be needed here. Provision for deductible for nonretired pastors may also be a consideration.)
Vacation: N/A
Study Leave: N/A

Signatures of Agreement

_____	_____
Interim Pastor Signature	Date
_____	_____
Clerk of Session, First Presbyterian Church of Fort Bragg	Date
_____	_____
Committee on Ministry Chair, Presbytery of the Redwoods	Date

Attachment:

- First Presbyterian Church of Fort Bragg, Session Personnel Policies, January 2020

First Presbyterian Church of Fort Bragg, California

SESSION PERSONNEL POLICIES

January, 2020

Personnel Committee
Gary Champlin
Sid Long
Mary Sue Rhoads
Isabel Rogerson
Steve Worthen

Every Session needs to have Personnel Policies, even if there is only one employee. These policies were adopted from a sample of Session Personnel Polices from the Presbytery of the Redwoods. They should be reviewed regularly and reviewed with every employee who should be given a copy of the Personnel Policies.

Federal and State Employment Laws

Each state varies in the applicability of employment laws to church employees. The session is responsible to ensure that its Policies follow California law concerning compensation, sickness, disability, and so forth.

In California, it is required that all employees be covered for Worker's Compensation.

Because of the Religious Exemption, churches are not required by law to participate in the following payroll deductions:

1. State Disability
2. Federal Unemployment
3. State Unemployment

(A church may decide to provide any of the three deductions listed, but are not required by law to do so.)

There are two federal laws that must be followed:

1. Overtime

The Federal Wage and Hour Act does apply to churches. If a non-exempt employee works more than 40 hours a week, the employee must be paid time and a half for the excess hours. A church may provide compensatory time off IF that time is allowed within the same period of the overtime worked. Careful records of this are needed.

2. Social Security

The church must pay the FICA tax to Social Security, including part-time and temporary staff on its payroll. However, the church may NOT pay FICA taxes for ministers, who are classified as "self-employed" under the Social Security laws. They must pay their own self-employment Social Security tax. Some churches give ministers an "allowance" that would be equivalent to the "employer" share of FICA, but if this is done, the minister must include this amount in her/his "income" when filing Federal income tax.

Coverage: These policies cover all staff except term contract employees who are governed by provisions of their contracts..

I. Equal Employment Opportunity

The Presbyterian Church (U.S.A.) will recruit, hire, call, train, and promote all persons in all job classifications without regard to race; creed; color; national origin; gender; age; marital status; religious affiliation, except when after careful study religious affiliation is determined to be a bona fide occupational qualification; or physical, mental or medical disability (including non-sighted) unrelated to the ability to engage in job-related activities.

II. Process Of Employment

1. A written position description that accurately reflects the job functions will be developed by the Pastor Nominating Committee, or the pastor and the session Personnel Committee, depending on the position to be filled. They must be adopted at this time and approved by the session.
2, Position descriptions will be reviewed with the new staff member four to six months following employment. Any changes must be approved by the session.
3. If the position is advertised, it shall state that the First Presbyterian Church of Fort Bragg, California is an Equal Employment Opportunity employer.
4. The Equal Employment Opportunity policy of the church shall be followed in consideration of applicants for interviews and employment.
5. References shall be kept for six months only from the date of employment in order to comply with the legal requirements for equal employment opportunity. They should be destroyed thereafter
6. Care shall be taken during the interviews to see that the privacy of the individual is protected. All questions shall be job-related.

III. Exempt and Non-Exempt Categories

The Fair Labor Standards Act, passed on June 25, 1938, established the minimum wage and maximum hours and defined the kinds of work "exempt" from the minimum wage and maximum hours requirements. "Non-exempt" under the act refers to a job for which the employer must pay at least the minimum wage for the position and overtime wages for hours worked in excess of 40 hours per week.

An "exempt" employee is not paid any overtime for hours worked in excess of the weekly hours for which the person is employed. Such employees are expected to manage their schedules to provide them with a minimum of one day off each week.

V. Orientation Period

1. The first three months of employment constitutes an orientation period. Employment may be terminated at any time for causes such as, but not limited to, excessive absences, tardiness, or unsatisfactory work performance. Neither pay in lieu of notice nor severance pay will be given an employee whose employment is terminated during the orientation period.

2. During the orientation period of employment the employee is entitled to enrollment in a health plan, one paid sick day, paid holidays observed by the church, coverage as provided byState Workers' Compensation, and absence for jury duty. If absent for any other reason, pay will be deducted for the time absent.

V. Work Week

1. The work week for non-exempt staff is 40 hours. For time over 40 hours, pay is at the rate of one and one half times the regular hourly rate. Exempt employees are not paid overtime wages for hours worked in excess of 40 hours per week.
2. If the normal work week for a non-exempt position is less than 40 hours per week, all hours worked to 40 hours a week will be paid at the regular hourly rate.
3. Required attendance at meetings for non-exempt staff outside of the working hours shall be considered overtime and shall be compensated as indicated.

VI. Benefits - Full-Time Employees

1. Social Security

All personnel are covered by the Federal Old Age and Survivors Benefits Act (Social Security). The employee's share of the tax is withheld from the wages of lay staff.

2. Pension

All ministers are required to be part of the Pension and Benefits Plan of the PCUSA. Lay employees are eligible to be included in this plan if they work 20 or more hours per week. The Church pays the full dues for such coverage (none paid by the employee). If a church chooses to enroll any of its lay employees in the Pension and Benefits Plan, all employees of that given class of employees must be included also.

3. Health Insurance

Major Medical protection for employees and dependents is provided to all employees enrolled in the Pension and Benefits Plan.

4. Vacation

Full-time exempt employees are entitled to one full month (22 working days) vacation per year. Full-time non-exempt employees are entitled to an annual paid vacation computed on January 1 of each year with ten (10) days granted for one year of credited service and with one day added for each additional year of service up to twenty-two (22) days

5. Holidays

The following paid holidays will be observed: New Year's Day, Martin Luther King, Jr.'s Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday following, Christmas Eve, Christmas Day. Any changes will be recommended to the session, by the session Personnel Committee, at the end of each year. In addition, each employee may elect to observe one "floating" holiday of his/her choice with approval of the supervisor.

6. Workers' Compensation Insurance

All employees shall be covered by the California Worker's Compensation laws.

7. Unemployment Insurance

All employees shall be covered by the State of California's Unemployment Insurance.

8. Sick Leave

Full-Time employees will receive 10 working days of sick leave each calendar year, cumulative up to 60 days, to be used in case of illness. Leave taken over 3 consecutive days must have a doctor's written authorization. Sick leave entitlement during the first year of employment will be prorated according to length of employment. At the time of termination of employment (either voluntary or involuntary) an employee shall have no claim for pay in lieu of unused sick leave.

9. Medically Certified Disability Leave (short term or long term)

Employees who are part of the Pension and Benefits Plan are covered for permanent and total disability, as described in the Plan documents. The session will make provision for any other compensation for disability on a case-by-case basis.

10. Parental Leave

Regular full-time and part-time employees are eligible for parental leave. Eligible employees may elect up to 6 months reduced pay and/or unpaid parental leave for birth, adoption, or guardianship of a child. Parental leave can run concurrent with a medically certified disability. A 30 day notice must be given in writing for approval. The leave must be taken directly proceeding or within twelve months of the birth or placement of a child. If spouses are employed by the same employer and wish to use this benefit, their aggregate leave is limited to six months. The employee and employer should agree to one of the following pay schedules:

1. The first two months at 75% of regular pay, then unpaid leave, or
2. The first three months at 60% of regular pay, then unpaid leaveBenefit coverage continues during parental leave.

11. Leaves of Absence With Pay

For regular training period in the U.S. Armed Forces (up to two weeks annually). Jury duty (up to two weeks annually).

Marriage of an employee (up to three days).

Personal and family emergencies or other personal business that cannot be cared for outside working hours (up to three days annually).

In case of death in the immediate family (husband, wife, parent, parent-in-law, child, brother, sister, grandparent) the employee will receive full pay for absence from the day of the death up to and including the day after burial. This leave should not exceed four working days. Time lost to attend a funeral locally may be counted as personal or family emergency leave to be arranged in consultation with an employee's supervisor.

12. Leave of Absence Without Pay

For military service performed by an employee with credited service for three months or more. Upon return, every effort will be made to place the employee in a position of similar level, status and salary.

13. Study Leave

Employees are entitled to study leave of one week per year (two weeks for ordained staff). This leave is to be discussed in advance and approved by the session Personnel Committee.

14. Sabbaticals

Exempt employees are entitled to a sabbatical leave of up to six weeks every five years for a session approved study program. Study leave will not be given on a sabbatical year. The session Personnel Committee will discuss and approve sabbaticals in advance.

VII. Sexual Misconduct

It is the policy of this church to maintain a workplace free from any form of sexual misconduct or sexual harassment, by any employee, member, or friend of the congregation.

This policy is based on the Sexual Misconduct Policy adopted by the 203rd General Assembly (1991) and as that policy may be amended.

The scope of this policy is not limited to the church building. It includes all contacts in carrying out this congregation's responsibilities and relationships with employees, volunteers, and others.

Any form of sexual misconduct or harassment is unacceptable behavior.

All allegations will be taken seriously, investigated and appropriate corrective or disciplinary action taken as warranted.

VIII. Grievances

1. Any problems arising from employment or conditions of employment are to be directed to the person's immediate supervisor, and if not resolved, to the pastor as head of staff.
   In those cases where the solution to a problem has not been worked out in discussion with the pastor, the employee may appeal to the session Personnel Committee. If the matter is still not resolved, the employee may appeal to the session in writing.

2. If the above steps fail to provide an acceptable remedy, the employee may file a written complaint with the appropriate presbytery committee. The presbytery committee becomes the mediator between the pastor, session and the employee, and will work out a solution acceptable to all three parties involved.

IX. Termination

1. Dismissal for cause may take place by written notice from the session giving reason for termination. Notice must be given or pay in lieu of notice of four weeks. No severance allowance will be paid. Reasons may include: unsatisfactory performance, refusal to do work within his/her position description, repeated unexcused absences, repeated tardiness, incompetence, or illegal, dishonest or unethical conduct.
2. For dissolution of a pastoral relationship, see the Form of Government.
3. Because of reorganization, retrenchment of program, or other circumstances arising out of no fault of the employee, involuntary separation is at the discretion of the session upon recommendation of the session Personnel Committee. A severance allowance should be granted in relation to length of service.

X. Part-Time Employees

Part-time employees are those who are employed to work less than the 40 hour week. Employees must work at least 20 hours a week to be eligible for the following. However session may make an exception for any employee who works less than 20 hours a week.

1. Employees shall accrue 5 days paid vacation per year in proportion to hours worked each week to a maximum of 10 days.
2. Employees shall receive two weeks paid sick leave in proportion to hours worked per week and may accrue up to four weeks.
3. Salary increases as approved by session.
4. Holiday pay, if the holiday falls on one of the regularly scheduled working days for that part-time employee.
5. Jury duty pay (up to two weeks leave annually).
6. Regular pay up to 40 hours; time and a half pay over 40 hours in any work week for non-exempt employees.
7. Group Health Insurance (could be under the Pension and Benefits Plan)
8. Workers' Compensation
9. Social Security participation.
10. Severance allowance in proportion to hours worked each week.
11. Participation in the Presbyterian Church (U.S.A.) Pension Plan to the extent permitted for part-time employee by the plan.

(I. Benefits for Temporary Employees

Those employed for a short period, usually less than three months, are not paid for holidays sick leave, or other leaves, and do not earn vacation leave for their temporary employment. They are not eligible for the pension plans or other health benefits entitlements. If they work more than the normal weekly work schedule, they will be paid at the regular rate for hours up to 40 per week, and time and a half for above 40 hours in the case of non-exempt employees. If a temporary employee joins the regular staff, his/her temporary employment is not considered as credited service in computing entitlements to vacation and other benefits.

XII. Annual Performance & Compensation Review

Every employee shall have an annual performance review with the participation of the employee, supervisor, a member of the session Personnel Committee if needed.

XIII. Annual Salary Considerations

1. Salary scales for non-exempt staff shall be in keeping with the provisions of Federal laws covering minimum wages.
2. Compensation for all ordained staff members is the responsibility of the congregation with the approval of the presbytery.
3. The session Personnel Committee shall conduct an annual compensation review with each member of the staff prior to the development of the annual budget. Individual salaries shall be recommended to the session.

_____ _____

Name of Chairperson Phone

YOUR EXECUTIVE PRESBYTER IS:

_____ _____

Name Phone