

## Job Description for Church Planting Fellow

**General Job Description:** The Church Planting Fellow (CPF) will labor alongside the Pastor and share in the general ministry responsibilities. He will work to support the Pastor, help foster the growth and health of the church, and prepare to possibly plant another PCA church in southwest Michigan after three years. The CPF will be hired by the Session of University Reformed Church and serve under its direction. His immediate supervisor will be the Pastor of Good Shepherd Presbyterian Mission Church.

### Qualifications

- Pursues personal holiness first and foremost, exhibiting and growing in the qualifications for elder stated in 1 Timothy 3 and Titus 1, and diligently seeking conformity to Christ through the consistent use of the ordinary means of grace.
- Ordained or ordainable in the PCA.
- A champion for biblical fidelity and committed to the Reformed faith espoused in the *Westminster Standards*.
- Zealous for evangelism and discipleship.
- A self-starter who is disciplined and can take the lead on projects without constant supervision.
- Teachable, flexible, organized, and trustworthy.
- Able to teach.
- A master's level degree in ministry.
- Competent with social media and websites.

### Responsibilities:

#### *Ordination*

- If the CPF is not currently ordained, he will come under care of the Great Lakes Presbytery and begin the process for licensure and ordination.

#### *Prayer and Planning*

- The CPF will meet weekly with the pastor to pray for the church and one another, and plan how to implement the vision of Good Shepherd.
- The CPF will be devoted to prayer and help foster a praying church.
- The CPF will also attend staff and session meetings at URC.

#### *Preaching and Teaching*

- The CPF will share in the preaching responsibility, preaching 6-10 times on Sunday mornings, and even more so when Sunday evening services begin.
- The CPF will help form a small group ministry, lead a small group, and help the Pastor develop and teach Sunday school for adults and kids.
- The CPF will help develop and teach leadership training, men's ministry, and membership classes.

### *Worship*

- The CPF will periodically plan the order of worship, as well as lead the congregation through the liturgy when he is not preaching.
- The CPF will help start Sunday evening services.

### *Community Development*

- The CPF will help facilitate small group involvement.
- The CPF will help the Pastor follow up with visitors.
- The CPF will help encourage volunteers and connect new members with opportunities to serve.
- The CPF will strive to be hospitable and encourage a culture of hospitality in the church.

### *Administration*

- The CPF will help oversee Sunday morning set up and tear down.
- The CPF will help form and oversee various committees.
- The CPF will share in general administrative duties.

### *Outreach and Advertising*

- The CPF will help organize community events and service projects.
- The CPF will help develop and implement strategies to advertise.
- The CPF will oversee the website and church's social media presence, and also recruit volunteers to help with this.
- The CPF will seek to build relationships within the community and help encourage evangelism at GSPC.

### *Pastoral Care*

- The CPF will help the Pastor with shepherding the congregation through visitation and counseling.

### **Finances**

- This position will be a 3-year commitment, after which the CPF will consider planting another church.
- The salary for this position will be \$42,000 and include a \$2,500 stipend for professional expenses and travel. Health benefits will also be included. The total package will not exceed \$60,000.
- Good Shepherd will provide one third of the funds. The CPF will be responsible to raise the rest.

Those who are interested can contact Rev. Neil Quinn at [revneilquinn@gmail.com](mailto:revneilquinn@gmail.com).