

Senior Pastor Job Description

Introduction

Washington Presbyterian Church of America (Washington PCA) is looking to call a senior pastor who, in addition to fulfilling the requirements of elder as described in 1 Timothy 3:1-7, accepts and practices the doctrines of reformed theology as outlined in the Westminster Confession of Faith and is committed to the Presbyterian system of church government as followed by the Presbyterian Church in America. The successful candidate will seek to glorify God while shepherding the congregation through personal relationships and equipping and encouraging the congregation to pursue outreach in the local community.

Please see our Church Profile Form and the attached fact sheet, church history, and geographic profile to understand our vision, our congregation, and the essential qualities and attributes necessary in the senior pastor.

Responsibilities / Duties

The senior pastor will partner with the Session to provide spiritual leadership and oversight of Washington PCA and to help the congregation develop its spiritual gifts for ministry. The senior pastor is expected to work 50-60 hours per week as needed, including the following specific responsibilities as explored in the following categories:

1. Worship Services

- To work with the Worship Committee in planning and leading the Sunday morning and other worship services of the church.
- To regularly preach the Word of God as written in the Old and New Testaments, or to provide leadership and manage the preaching schedule when appropriate (this may include coordinating with an Associate Pastor who should be invited to preach 8-10 times a year, pending the Session's annual review of that position).
- To administer the Lord's Supper monthly and baptism when appropriate.

2. Teaching / Training

- To oversee the leadership training and development for church officers when appropriate.
- To work with the Session in developing, and participating in the teaching of, classes for prospective new members.
- To provide biblical counsel as necessary, including referring those in need to other elders or professional counselors when appropriate.

3. Congregational Visitation

- To work with the Session to develop a plan for regular visits to the congregation.
- To conduct or delegate visits to home-bound church members.
- To conduct or delegate hospital visits as necessary.

4. Session

- To shepherd the elders and their families.
- To moderate the Session meetings, including working with the Session to set the agenda.
- To report to the Session a summation of his activities when called to do so.

5. Church Staff*

- To oversee the staff and to make recommendations to the Session regarding necessary changes regarding staff (including recommending additions, terminations, or changes in responsibilities).
- To oversee the day-to-day church office administration and to coordinate with the administrative assistant.
- To provide staff performance reviews, annually, and report reviews to the Session.
- To oversee the associate pastor's responsibilities, theological growth, and spiritual development.
- To conduct an annual self-performance review and report to the Session
- To meet with the associate pastor regularly to ensure coordination and review of ministries and operations.

**Currently, Washington PCA employs a part-time associate pastor; however, this position is subject to annual review of the Session and is contingent upon need / availability.*

6. Presbytery, General Assembly, Broader Community

- To uphold the standards of the PCA and Book of Church Order (BCO) and to participate in the required meetings/duties/ministries of Presbytery and GA.
- To report to the Session about the topics before the Presbytery and GA.
- To work with the Session to communicate information to the congregation as requested by the Presbytery or GA or as necessary.
- To cooperate with local churches in appropriate ecumenical efforts and witness.
- To support work with local community agencies and programs as appropriate.

Call / Evaluation

- The Call with the compensation and the benefits package will be determined by the Session and approved by the congregation as provided by the BCO.
- The senior pastor's work will be reviewed by the Session annually and documented in a written format provided to the senior pastor.
- The senior pastor's review will precede the annual review of the Call.
- The senior pastor and the Session will review this job description at the annual review of the Call. This job description may be revised as necessary

How to Apply:

- Please email your paperwork (recommendation letters, resumes, ministerial data forms, etc.) to the attention of the Pastoral Nomination Committee at washingtonpcapnc@gmail.com.

Vision Statement for Washington PCA

Our Vision:

All the earth will confess that Jesus Christ is the eternal Son of God, the Lord of all creation, and the only Savior for sinners.

Our Mission is the Great Commission:

1. Equip our church family to live as followers of Christ and witness Him to all within their sphere of influence.
2. Support Christian service within the local community to show Christ's love.
3. Support domestic and foreign missions to evangelize the world for Christ.

What We Believe:

1. The Holy Scriptures are the inspired, inerrant, and authoritative Word of God and are the only infallible rule of faith and practice.
2. God saves us by faith alone, by His grace alone, through Christ alone.
3. The Westminster Confession of Faith contains the system of doctrine as taught in the Holy Scriptures.
4. The Apostles' and Nicene Creeds are statements of the Christian faith.
5. We are to live our lives in a way that pleases God and enables us to enjoy Him forever.

History of Washington PCA

Washington PCA began in 1963 as a CRC mission church, thanks to a group of Christians who wanted a Reformed church in Washington, PA. The church first met in the YWCA, and ten families made up the original communicants' class. One member of the present congregation, Mrs. Beryl Ullom, was a part of this group.

Under Rev. Ren Broekhuizen's shepherding, ground at 100 Humbert Lane was purchased and the present church building was completed in 1969.

In the 1980s, part of the land was sold to the Bruno Co., who built the Humbert Lane Nursing Home (now Transitions Healthcare), which opened in 1985. As a part of this sale, it was agreed that we could have religious contact with this facility. Over the years we have brought patients up to our church to attend our worship services, conducted monthly worship services at the nursing home, and conducted a Tuesday evening Bible study. This Bible study continues to this date.

Because there were only two CRCs in Pennsylvania, ours and one in Philadelphia, the CRC suggested that we align ourselves with a Reformed denomination that had other churches in our area. After much prayer, it was decided to ask the Presbyterian Church in America to accept us as a Mission Church.

In 1993, the PCA accepted us as a mission church for a period of two years. Rev. Robert Boidock and his family came to Washington as church planters. We were a viable congregation when we entered this denomination, with a mortgage-free building and other monetary assets. In 1995 we became a particular church.

In 2001, Rev. Boidock accepted a call to another PCA church in California, MD. A search committee was formed to find an under-shepherd to lead our flock of approximately 35 families. During this time, we lost a number of military families when their unit left the community. Our attendance dropped to about 50.

In 2002, we called and installed Pastor Don Waltermeyer. Don helped to strengthen Sunday school classes, missions giving, small group Bible studies, and Pioneer Clubs. Because the church was growing, we added an Assistant to the Pastor in December of 2014. Phil Amaismeier held this position until July of 2018, when the church gave Phil a call to be Associate Pastor. He had been a ruling elder when the call was given.

Phil was instrumental in adding a sports ministry (FCA) with the Washington High School football team, strengthening our teen and youth ministries, and teaching one of the small groups.

Don left to accept a call to a PCA church in New Jersey in September of 2020. In March of 2020, our church like many others closed down due to COVID-19 but continued services online until reopening the building on June 7. Our church attendance was just over 80 before the closure. We are currently rebuilding our ministries as the restrictions will allow.

Washington PCA Fact Sheet

100 Humbert Lane Washington, PA 15301

washingtonpres.org

Property

1. The building, completed in 1969, is located in Washington, PA (South Strabane Twp.), about 2 miles from the town center; is adjacent to a high school football field and a skilled nursing facility; and is within ¼ mile of Washington Hospital.
2. Building layout: 1st floor - sanctuary and pastor's office; basement - administrative office, 1 classroom, 2 restrooms, 1 nursery, and 1 social room in the basement. The social room includes a small kitchen area and has movable partitions to create 3 additional classrooms.
3. The sanctuary has a seating capacity of 150-180.
4. The paved parking lot can support 50 vehicles.
5. The property is owned by Washington PCA and has no outstanding mortgages.

Organizational Structure

- a. Washington PCA is a member of the [Pittsburgh Presbytery](#).
- b. Staff:
 - a. 1 Senior Pastor
 - b. 1 Associate Pastor (3/4 time)
 - c. 4 Ruling Elders on Session (includes Associate Pastor)
 - d. 2 Deacons
 - e. 2 Trustees
 - f. 1 Treasurer, a deacon
 - g. 1 Admin Assistant (1/4 time)
 - h. Custodial services – volunteers
2. Worship Team
 - a. 4 musicians (1 per Sunday)
 - b. 4 vocalists (1-2 per Sunday)

Activities and Ministries (NOTE: The attendance numbers were recorded pre-COVID)

1. Sunday Morning
 - a. Sunday School @ 9:30 AM
 - i. Adults – avg. attendance 10-15
 - ii. Jr/Sr High (7th-12th) – avg. attendance 6
 - iii. Older Elementary (4th-6th) – avg. attendance 5
 - iv. Younger Elementary (1st-3rd) – avg. attendance 4
 - v. Pre-school (age 4-K) – avg. attendance 5
 - vi. Nursery (age 0-3) – avg. attendance 5

- b. Worship @ 10:30 AM
 - i. Both traditional and contemporary hymns
 - ii. Laypeople are given opportunities to give the congregational prayer and read scripture
- 2. Bible study for residents at Transitions Healthcare (skilled nursing facility)
- 3. Men's and Women's Bible studies
- 4. Pioneer Clubs (age 2-6th grade, attendance 25-30)
- 5. Youth Group (7th-12th grade, attendance 6)
- 6. Home Fellowship Groups (4 in-home small groups of 6-12, attendance varies by group)
- 7. Other events
 - a. VBS – 1 week in the summer, evenings
 - b. Christmas Eve candlelight and community Easter sunrise services
 - c. Ministry to high school football team with stadium next door
 - i. Host and serve meals to the team
 - ii. Offer free parking and tailgating snacks to game attendees
 - d. Children's Christmas party, Ladies' Tea, potlucks, other fellowship events

Missions

- 1. The church provides financial support to the following missionaries
 - a. Tom Nachtergale (MTW)
 - b. Bert and Nancy Williams (MTW)
 - c. Dean and Kyria Baldwin (MTW)
 - d. Bill and Gayle Johnson (PEF)
 - e. Cliff and Leanne Bongo (Pioneers)
 - f. Walt and Barb Coppersmith (MTW)
- 2. The church also supports local Christian outreach organizations
 - a. Child Evangelism Outreach
 - b. Washington City Mission
 - c. Local church plants

Membership Demographics

Age Group	Male	Female	Total
70+	5	11	16
50-70	8	12	20
30-50	10	10	20
20-30	3	4	7
Under 20	5	5	10
Covenant Children	7	13	20

Washington Community Geographical Profile

Washington, PA, is located 30 miles south of Pittsburgh, PA, with a total population of about 200,000 and a population density of 237 people per square mile. Washington County covers a total area of 861 square miles and has a combination of rural and suburban living.

Washington County was established in March of 1871 and is the crossroads of two major highways, I-70 and I-79. A large area of development has been created with the establishment of the oil and gas industry, along with other industries.

The city of Washington, with a population of 13,600, is centrally located in the county and is the home of Washington and Jefferson College, a public library, and a modern hospital among other businesses.

Washington PCA's building is located on the edge of town in South Strabane township. We border the Washington High School athletic field, a nursing facility, and are in a middle-income working-class area. There is racial diversity in the city, allowing a unique opportunity for cross-cultural ministry.

Along with Washington School District, the area is also home to Trinity School District, a Vo-tech school, and adult education programs.

The community also is home to Washington Park with year-round recreational activities. The Washington County Agricultural Fair is a yearly event, along with numerous festivals (National Pike, Covered Bridge, Apple and Pumpkin) that take place throughout the year.

The city of Pittsburgh is about a 45-minute drive away and offers professional sports events as well as many cultural and historic activities offered by the city and its many colleges and universities.