

September 29, 2021

Proclamation Presbyterian Church, Bryn Mawr, PA

Dear Applicant,

The Session of Proclamation Presbyterian Church, along with a search team of church members, is working earnestly, prayerfully, and collaboratively to find a Director of Women's Ministries. Please see the position description below for a more detailed explanation of the position and a summary of the characteristics and qualifications of the person we are looking for. In addition, we have provided a summary of Proclamation's values, vision and beliefs in order to give you a clear picture of who we are as a church.

So that we may better understand your experience, passions, gifts, and level of interest, please reply by sending the following information via email to Barbara Rogers at barbarabrogers@gmail.com:

- Your resume
- A brief letter outlining your initial thoughts on your "fit" for this position
- Any other information you believe would be helpful for us to know as we consider you as a candidate

Thank you for considering this opportunity. We look forward to hearing from you.

In His service,

Patrick Tolbert on behalf of
Proclamation Session and Search Team

Position Description Director of Women's Ministries

Purpose:

The Director of Women's Ministries will work under and in co-operation with the Senior Pastor, in conjunction with the Session, to care for the spiritual needs of women in the congregation. The aim is to make disciples of Jesus Christ, and to connect and encourage women in their relationship with the Lord and with each other.

Summary of Position:

The Director of Women's Ministries will be responsible for establishing and developing ministries in the church that will contribute to the spiritual care and maturity of women who belong to or attend Proclamation Presbyterian Church. She will be accountable to the Session, but will report directly to the Senior Pastor. As a member of the Ministry Staff of Proclamation, she will be expected to work in co-ordination with the entire staff to execute the overall vision of the Session and Senior Pastor. The position requires twenty hours of work per week. The Director will work in tandem with a team of volunteer servants.

Specific Responsibilities

❖ *Equipping and Developing Leaders*

- Provide or ensure there is training for women in Bible study leadership, discipleship and other care ministries in the church
- Provide leadership and oversight for every aspect of Women's Ministries
- Provide support and direction of the Women's Servant Leadership Team
- Be involved with existing women's Bible studies of the church to ensure there is an appropriate syllabus of studies to deepen the knowledge and understanding of the Word among the women of the church.
- Ensure studies are Reformed in theology and contribute to spiritual maturity
- Build relationships with individuals and groups so that discipleship and ministry can occur

❖ *Pastoral Care and Relationship Building*

- Encourage and support women in leadership roles at Proclamation – Women's Servant Leadership Team members, Bible study leaders, women staff, seminary interns and others
- Be a resource to the rest of the Ministry Staff on issues related to women
- Mentor and counsel as needed
- Be available as needs arise to pastorally care for women, for example, hospital visitation

- Support the Senior Pastor and all other church staff
- Interact with the diaconate to integrate women into church wide mercy ministries

❖ **Prayer**

- Pray regularly for Women's Servant Leadership Team members, other women in leadership and concerns related to women in the congregation
- Attend weekly staff prayer meetings and weekly church prayer meeting
- Take three half-days per year for prayer
- Incorporate a prayer model into all Women's Ministries as appropriate

❖ **Personal Spiritual Development**

- Maintain and deepen a personal relationship with Jesus Christ by utilizing the spiritual disciplines necessary for sanctification and effective ministry in the church
- Cultivate such habits of study and personal reading as will contribute to your need to "stir up the gift of God that is in you" in order to better serve the cause of Christ
- Attend bi-weekly staff book discussions and annual staff retreats
- Attend at least one conference per year that is specifically geared for the needs of those involved in Women's Ministries in the church
- Develop such personal accountability to a trusted fellow-Christian as will serve to encourage ongoing spiritual growth and faithfulness

Desired Personal Characteristics and Qualifications

❖ **Personal Characteristics**

- A woman who believes and lives the gospel-recognizes her own sin and need for grace, extends grace and love to others
- One with a heart for women: relational, compassionate, empathetic, approachable
- One who maintains confidences
- A team builder and team player
- An effective communicator in group settings and one-on-one
- A creative thinker in planning and execution of plans
- A woman with gifts of teaching, counseling, administration

❖ **Qualifications**

- Bachelor's degree
- Ministry experience preferred
- Clear understanding of vision and mission of Proclamation Presbyterian Church
- Working knowledge of Reformed theology and Presbyterian doctrine and being in general accord with Westminster Confession of Faith

A BRIEF DESCRIPTION OF PROCLAMATION PRESBYTERIAN CHURCH (PCA)

Beliefs

We are a Bible-believing, Reformed and Christ-centered church. Our congregation belongs to the Presbyterian Church in America (PCA) and holds to the Westminster Confession of Faith and Catechisms as our statement of faith and practice. In essence this means that we take the Bible seriously as God's inspired and inerrant word. We stand in line with the historic understanding of the Christian Faith traced back through the Protestant Reformation to Augustine and the Early Church. And we see that understanding of the Faith best expressed in the Confession and Catechisms produced by the Westminster Assembly. Our greatest goal in life is to live for God's glory and life's greatest joy is found in fellowship with him.

Creeds

We believe that God has made himself known in the Bible. It is the final authority in how we understand who God is, what he is like and how we relate to him. However, throughout its history the church has produced summaries of the Bible's teaching in the form of creeds, confessions of faith and catechisms. Some of the oldest creeds of the ancient church that still play a vital part in contemporary Christianity are the Apostles' Creed and the Nicene Creed – both of which are used regularly in our church.

Along with Presbyterian churches worldwide, Proclamation holds to the Westminster Confession of Faith, Larger and Shorter Catechisms as a widely used summary of the faith, which, though over 350 years old, provides one of the most concise, yet comprehensive summaries of Bible teaching that has ever been drawn up.

Those who hold office in the church are required to subscribe to this statement of faith as the summary of their own beliefs and commit to ensuring that these teachings are safeguarded in the life and work of the congregation.

Church Affiliation

Proclamation is a congregation of the Presbyterian Church in America – a denomination which was formed in 1973 and currently is made up of around 1,500 churches throughout North America.

The PCA is Reformed and Evangelical in its beliefs and is committed to outreach and mission both at home and abroad. The denomination is organized regionally into Presbyteries and Proclamation belongs to the Philadelphia Metro West

Presbytery of the PCA. This provides a forum in which we can relate to other like-minded churches in a meaningful way.

Throughout its history, Proclamation has also sought to connect and co-operate with other faithful churches in the local area and more widely with a view to furthering the gospel and assisting in joint-ventures to uphold Christian values and principles.

The church has also enjoyed close relationships with Westminster Theological Seminary in Philadelphia and has benefited greatly from help given by its faculty over the years, as well as providing internships and mentoring opportunities for students from the seminary.

Leadership

The spiritual leadership of Proclamation is provided through Elders chosen by the congregation. Some of them are Teaching Elders, others are Ruling Elders, together they are known as the 'Session' and provide teaching, pastoral care and leadership for the church.

The Eldership is supported and helped by the Diaconate, along with Deaconesses and Diaconal Assistants. They are responsible in part for many of the practical needs in running the church. They look after finances and property; but they make sure that people's needs are taken care of as well. More widely they exercise a ministry of care to those who are facing particular needs both within the congregation and also in the community.

There are other layers of leadership throughout the home groups, various meetings and ministries in the church. These are staffed by suitably gifted people in the church and all function under the oversight of the Session.

We seek to provide ongoing training for those who are asked to serve in the leadership positions in the church.

Our Church

Proclamation is located along the Main Line of Philadelphia's western suburbs. The church has about 400 members and reflects the diversity of ages and nationalities living in our metropolitan community. We are committed to proclaiming the name of Christ and in growing to maturity in Him through the ordinary means of grace. Some of our distinctives include the centrality of the Word in every ministry, our joyful and reverent traditional worship services (morning and evening), our emphasis on prayer, our commitment to global missions, and our ministries in music, and to children and youth.

Our Women's Ministry

Currently five women serve on the Women's Servant Team. These women meet regularly to plan and organize Bible studies and other activities in order to minister to the needs of Proclamation's women. Bible studies meet weekly during the school year with both morning and evening sessions. Activities such as a Christmas Tea and Mother/Daughter Tea are held annually. Gatherings occur during the summer following a specific topic and format. During the pandemic, additional outreach to young mothers and women who might feel isolated was initiated. Each Sunday, a rotation of two women is available after the service to pray with other women.

Our Vision

- Reaching the world with the Gospel for Salvation.
- Building God's people as the Church for his Glory.
- Sending every Christian, equipped for service, to live and speak for Christ.

Our Values

- The Supremacy of Christ
 - Over all things for his Father's glory and his people's good
 - As the One we trust for salvation and are called to obey
- The Priority of the Church
 - As God's new community
 - As God's worshiping community
 - As God's serving community
- The Responsibility of Serving Christ
 - Every Christian has been given gifts for service
 - Every Christian is called to use their gifts for God
 - Every Christian is to live for Christ wherever they are
 - Every Christian is to be a witness to Christ in every sphere of life

Our Mission

To lead people to faith in Christ that we may grow together as the body of Christ and serve Christ as we live and labor for him to the glory of God.

Our Worship

We at Proclamation believe that the highest activity we can engage in as human beings is to worship God as our great Creator and glorious Redeemer. To do so in a way that is fitting for God as he makes himself known in the Bible means we seek to worship him with reverence and awe.

Our services follow a pattern that begins with a call to worship from a verse or passage in the Bible, which leads into a sequence of hymns and prayers, readings from Scripture and the giving of tithes and offerings to God's work. Preaching is a key component of worship which provides a focus on specific aspects of God and his gift of salvation and how we respond to him. The sacraments of baptism and the Lord's Supper, or communion, play an important part in our services as well.