



First Presbyterian Church of Lake Wales, FL

Job Description for **Associate Minister of Family Discipleship**

Updated October 3, 2022

CHURCH PROFILE

The First Presbyterian Church (ARP), founded in 1914, is a Christ-centered congregation who worship in Lake Wales, FL. For almost 110 years, the church has consistently prioritized Gospel teaching, a Reformed liturgical worship service, with excellence in music, and discipleship of its members. Rev. Mackay Smith was installed as the seventh senior pastor in March 2022, after serving as the associate and then interim pastor since May 2017.

Lake Wales is on the ridge of Central Florida, an area known for citrus & tourism. The town is on the cusp of a population boom, with its population (now 16,000) expected to triple in the next 10 years. Polk County (pop. 725,000) includes the larger cities of Lakeland and Winter Haven.

More information and recorded worship services can be accessed at www.fpclw.org.

Church Attendance Averages

Sunday Worship: 125-175

Children's Sunday School: 8-12

Middle and High Sunday School: 4-10

Church Staff

Full Time

Senior Minister

Associate Minister of Family Discipleship

Director of Music & Congregational Care

Director of Administration and Finance

Full or Part Time

Head Custodian

Admin. Assistant

Nursery Coordinator

Church Budget: ~\$950,000

PRINCIPLE JOB RESPONSIBILITY

The principle responsibility of the Associate Minister of Family Discipleship is to serve as a Minister of the Gospel focused on the Christian growth of families. This minister will work with the session and the senior minister to develop and sustain a vision for ministry to families, children, and youth, and will joyfully and prayerfully work to implement that vision. The session desires to see Christian families eager to *worship*, devoted to *evangelism*, trained in *discipleship*, and exercised in *servanthood*. Your profession of Christian faith is foundational.

GOVERNANCE

- The Associate Minister of Family Discipleship of the First Presbyterian Church of Lake Wales, as called by the congregation, and approved by the Florida Presbytery, and who is subject to church doctrines and policies, is responsible and accountable to the Presbytery, the senior minister, and to the session of the First Presbyterian Church. An annual staff review of job performance related to the responsibilities outlined in this job description will be conducted by the church's Personnel Committee and reviewed and confirmed by the session.

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WORK PERFORMED

Family Discipleship

- **Worship**
 - Encourage the corporate worship of Jesus and in life as the highest calling of believers
 - Work with the senior minister and session to ensure families are engaged in the life of the church. Inter-generational activity is encouraged.
- **Evangelism**
 - Build relationships with and among families, fostering regular communication
 - Welcome participation of non-member families and young people, working to integrate them into church life and prayerfully guiding them to explore church membership.
 - Equip students and families to share their faith
- **Discipleship**
 - Develop and direct a vibrant discipleship program for young people (birth-college)
 - Actively participate in the program as a teacher and oversee attendant committees
 - Guide young people through the church membership process, teaching a yearly communicant's class
 - Serve as the chief vision-caster and emcee for the Wednesday night discipleship program ("Rock on Wednesday") program, working with the senior minister, the kitchen team, and other applicable leaders
 - Oversee the Nursery Coordinator to maintain consistent, safe nursery care.
- **Servanthood**
 - Train families to contribute their time, talents, and resources for the good of all
 - Plan and lead service opportunities for children and families, including volunteers

Other Ministerial Duties

- Work in conjunction with the staff and elders to guide the overall ministry of the church.
- Communicate the structure, goals, and progress of family/youth/children discipleship ministry.
- Assist senior minister in weekly worship services and limited preaching responsibilities.
- Assist senior minister with other pastoral duties when needed (visitation, pastoral care, assimilation of visitors and new members).
- Act as the vice-moderator of the session, assisting the senior minister.
- Attend staff meetings and certain committee meetings.
- Serve/attend Florida Presbytery and ARP General Synod, including meetings.

CANDIDATE QUALIFICATIONS

- Candidates must meet the qualifications of a minister listed in ARP *Form of Government* 9.3, and be willing to serve as an ARP minister in Florida Presbytery.
- Preference will be given to candidates
 - with 3+ years of full-time ministry experience and/or seminary graduate
 - who exhibit an outgoing and relational demeanor
 - who possess a proven track record of engaging families in ministry

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WORKING ENVIRONMENT:

The requirements described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- While performing the duties of this job, the employee is regularly required to: stand, sit, talk, hear, reach, stoop, kneel, and walk. You must operate a computer, telephone, keyboard and have good writing/people skills.
- Light to moderate lifting is required, occasionally traveling for job needs.
- Ability to communicate well with individuals and groups respectfully.
- Ability to make visits in homes, schools, hospitals, events, etc.
- Ministering to youth and children require flexibility, some athleticism, enthusiastic personal skills, and security protocols.
- Comprehensive benefits, dependent on degree and experience, range from \$85,000 to \$95,000, annually, including salary, retirement plan, and health plan.
- **Bold sections are key job focus areas, seeking enthusiastic skills of yours**

TO APPLY:

Send the following to pastoralsearch@fpclw.org

- **Resume**
- **Testimony of faith and calling to ministry (< 2 pages)**
- **Philosophy of ministry, with focus on family discipleship (<2 pages)**

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