



WESTMINSTER PRESBYTERIAN CHURCH

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Job Title:	Pastor of Congregational Care	Job Category:	Pastor
Department/Group:		Reports to:	Executive Pastor
Level/Salary Range:	9 – Associate Pastor	Hours:	Full-time
HR Contact:	Church Administrator	Date posted:	10/15/2023
Will Train Applicant(s):	N/A	Posting Expires:	
External posting URL:			
Internal posting URL:	www.westpca.com/job-opportunities		

Applications Accepted By:

E-mail: york@westpca.com

Subject Line: Pastor of Congregational Care Position

Attention: Tucker York

Mail:

Westminster Presbyterian Church
2151 Oregon Pike
Lancaster, PA 17601

Job Description

Purpose: To oversee Westminster’s shepherding care of families and adults in our congregation.

Shepherding

- Oversee Westminster’s Shepherding plan: growing, expanding, recruiting, and filling gaps in this effort as needed; Proactively take ownership of this ministry
- Supervise the Shepherding Assistant who helps administrate the ministry
- Communicate with Congregational Care Team Members to equip and encourage them in this ministry
- Hold this vision before the Session and lead them in participating and carrying out the biblical responsibility of shepherding
- Oversee widowers ministry
- Serve as pastoral representative and consultant for the deaconesses and their ministry
- Serve as pastoral representative on the deacon board, encouraging them and serving as a liaison between them and the Session

Visitation

- Lead visitation ministry to those who are homebound, visiting, organizing communion visits, and encouraging them
- Respond to surgeries and hospitalizations or coordinate with other pastors for care

Home Fellowship Groups

- Recruit/Train/Support Home Fellowship Leaders
- Lead the Home Fellowship Leadership Team
- Clarify Pathways for New Attenders/Members to join HF Groups
- Develop Vision for HF Groups Among Congregation



Teaching Elder Duties

- Preach in rotation at Sunday Evening Services or Special services (Easter Sunrise, Thanksgiving, Christmas Eve, Lenten series, etc.) – typically 10-12x/year
- Preach when asked at Sunday Morning Service – typically 1-2x/year
- Conduct weddings, pre-marital counseling, and funerals as requested by pastoral staff
- Teach or co-teach an adult Sunday school class on occasion and as ministry time permits.
- Other duties as assigned

Member of Staff, Session, Presbytery and General Assembly

- Attend weekly staff meetings
- Meet weekly with the other pastors for prayer
- Attend: Session, Membership Care Committee, and Home Fellowship Leadership meetings
- As needed, serve on Session sub-committees involving conflict resolution in church matters or discipline of church members
- Attend regular and specially called meetings of Susquehanna Valley Presbytery
- Attend General Assembly every two or three years

Qualifications and Education Requirements

- Master of Divinity degree or equivalent
- Ordained Pastor or ordainable (preferably in the PCA denomination)
- Ten years pastoral experience or combination of life and pastoral experience

Preferred Skills

- Ability to teach and preach
- A gentle spirit and a calming presence able to visit, encourage, and lift up the sick and lonely
- Administrative gifting and systems-thinking ability to oversee Home Fellowship and Shepherding ministries
- Able to recruit and train volunteers and mobilize the congregation in caring for one another
- Experience facilitating small groups and training small group leaders

Reviewed By:	Pastor Search Committee	Date:	9/26/23
Approved By:	Pastor Search Committee	Date:	9/26/23
Last Updated By:	Tucker York	Date/Time:	9/27/23