



643 Coatesville Road  
West Grove, PA 19390  
610-869-2009  
[www.stillwatersfamily.com](http://www.stillwatersfamily.com)  
Tony Stephens, Senior Pastor

**Position:** Assistant Pastor (with opportunity for advancement after 12 months– please see details below.)

**Job type:** Full-Time

### Our History

2001: ‘Cornerstone Presbyterian Church began work to be “a church that plants churches.” Pastor Tony Stephens was hired as their church planter. Taking a small group of people with him, he would go on to plant Stillwaters Presbyterian church.’ Quote from Cornerstone’s history pamphlet.

This church plant, Stillwaters Presbyterian Church, PCA is “A Family of Grace in a Broken World” in the beautiful countryside of Southern Chester County, PA.

2002-2011: Early meetings were in the Stephens’ home, a bar, a funeral home, and co-sharing of worship time in a local church. Peter Doerfler served as Assistant Pastor from 2009-2012 and Associate Pastor from 2012-2017.

2011: Purchased 12+ acres of land which included a pond and a partially finished building that was meant to be a retreat space.

2011-Present: Stillwaters has mentored pastoral interns and church planters. Bryan Launer was a worship leader intern. Peter Doerfler planted Redemption Hill Church in the Pittsburgh area in 2017. Robbie Schmidtberger planted Iron Works Church in West Chester, PA later in 2017. The partially finished building in 2011 was turned into sanctuary space and now has a completed worship center downstairs, Sunday school rooms, a conference room, full gymnasium and pastor’s office upstairs. Weekly worship services, preaching the Word of God literally and fully, in-person and online, monthly communion, and service to the congregation and community are hallmarks of a family of grace in a broken world that is Stillwaters.

## Stillwaters' DNA: Who We Are

### Community, Relationship, Discipleship

#### Community:

Stillwaters PCA is a community of believers committed to knowing and growing our relationship with Jesus Christ, with each other, and with new friends that the Lord will bring to us. We are a small (75-100 congregants) church, tucked away in the Chester County countryside on twelve acres of farmland. We gather on Sunday mornings for a joyful celebration of worshiping our Lord together with hymns, praise songs, prayer, and hearing biblical teaching from the absolute truth of God's Word. We are a transparent congregation, not afraid to share our brokenness and our deepest prayer concerns with our brothers and sisters in Christ, knowing our needs will indeed be prayed for. We are committed to evangelism within our church family and local community. We support various local missionaries and ministries both financially and experientially. We love serving together intergenerationally, as families and singles, as we model a servant's heart to our children. We've accomplished this through our annual Live Nativity production, packing shoeboxes for Operation Christmas Child, filling baby bottle banks for Chester County Connect Care, and collecting supplies for local food banks. Our deacons work closely with the mercy ministry, assessing needs and finding ways to be the hands of Christ to our hurting friends, to offer the grace we have received.

#### Relationship:

One of the traits that makes Stillwaters unique is the feeling of "family" when you walk through our doors. We are committed to developing strong and genuine connections within our church body. Fellowshiping and learning together is an important part of who we are. Our Men's ministry plays a vital role in our church. The goal of this ministry is to develop men into leaders and mentors, first to their families and then to others. We believe getting men involved in the church will naturally result in their families getting involved. A mid-week Bible study, women's Bible study, Zoom Bible study, and various small groups are also offered as we seek to grow spiritually, personally, and together. Additionally, our men's and women's ministries enjoy yearly get-away retreats.

#### Discipleship:

Our heart cry is for our children and youth to grow to love the Lord Jesus, to have a life fully committed to following Him and to be prepared to stand for Jesus in a harsh, unbelieving society. Our children face a constant onslaught of negative influence from society and they need to have a firm foundation on which to build! Our children and youth ministries aim to invest heavily in the discipling of our children to give them a solid foundation in order to defend their faith. We strive to accomplish this through Children's Church, Christian Service Brigade, GEMS (Girls Everywhere Meeting the Savior), Kings Kids, and VBS.

Along with the young disciples program, Stillwaters has developed men's and women's ministries with the goal of building men and women up; supporting them and letting them know that they have a "wing man" that will help keep them strong, accountable, and on the right path. To accomplish this, we focus on one-on-one mentoring and our small group discipleship ministry which includes young families, empty nesters, women's groups, and other inter-generational groups.

## Our Vision for Stillwaters

At Stillwaters PCA, our number one vision is that our teaching, above all else, will be bible- based and driven by the true word of the gospel of Jesus Christ.

We truly desire to build on an individual's spiritual growth, prayer life, and grace. Stillwaters PCA will be a fully interactive, multi-generational church that desires true discipleship within the congregation and not just sheer numbers. We want to build up a strong foundation of believers who aren't bashful about their faith.

We are committed to developing strong and genuine connections within our church body. We want our Stillwaters to continue to be a safe place in which to share prayers, needs, and praises! It is a place in which anyone struggling can go for prayer and help and it's a place where victories can be celebrated! Stillwaters will NOT become a church of closed doors with an inner circle. We welcome visitors warmly and openly!

## Job Description

The following job description is meant as an outline.

### **1<sup>st</sup> Year as Assistant Pastor:**

Assistant pastor will serve as described below, with the opportunity for advancement to associate pastor after 12 months.

- Generally, the Assistant Pastor will perform all duties and responsibilities as given by the Session and communicated by Pastor Stephens
- Full-time position with office hours of Monday-Thursday 9AM-4PM with 1 hour for lunch
- Sunday service participation is expected as well as participation with the Wednesday night youth programs
- When meeting at night, it is expected that he shall leave the office early that day to make up for the night hours
- Have consistent devotional time of study and prayer each day
- Maintain daily contact with the Pastor Stephens or Joel Fiscus
- The assistant pastor will be in a mentoring relationship with Joel Fiscus
- The assistant pastor will identify and meet regularly with a peer accountability partner from the PCA
- 3 weeks of vacation time

### Specific Job Duties

- Lead the young families' ministry, in conjunction with the current young families' leadership including but not limited to:
  - Young families' home group
  - Young families' social events
  - Young families' discipleship initiative with men
- Oversee the children's program in conjunction with current children's department heads.
- Preach 1 time per month as directed by Pastor Stephens.
- Work with Pattie Parker to plan and execute church wide events.
- Attend weekly staff meetings Wednesday at 10 AM

- Attend session meetings when requested.
- Attend diaconate meetings.
- Work with the maintenance committee in the upkeep of the building and grounds.
- If needed, study and prepare for licensing and ordination exams under the oversight of Pastor Stephens
- Attend Presbytery meetings as directed

**After year 1- Job Description as Associate Pastor:**

Associate pastor is very similar to assistant pastor. However, the view would be to ultimately move from associate to senior pastor. So the ministry of the Word will become a higher priority for the job.

- Minister the Word twice a month on Sunday morning
- Meet with Pastor Stephens once a week for ongoing job assignments as needed
- Be involved with visitation needs
- Lead the young families' ministry in conjunction with the current young families' leadership, including but not limited to:
  - Young families' home group
  - Young families' social events
  - Young families' discipleship initiative with men
- Oversee the Children's program in conjunction with current children's department heads.
- Attend weekly staff meetings Wednesday at 10 AM
- Attend session meetings
- Attend diaconate meetings.
- If needed, pass licensing and ordination exams under the oversight of Pastor Stephens
- Attend Presbytery meetings as directed
- 4 weeks of vacation time

Instructions for Applicants

We welcome you to apply by submitting your resume with cover letter and references via email to Pattie Parker: [p2parker@comcast.net](mailto:p2parker@comcast.net)