WESTMINSTER PRESBYTERIAN CHURCH
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Job Title:	Pastor / Director of Discipleship	**Job Category:**	Pastor / Ministry Director
Term:		**Reports to:**	Pastoral Staff Member TBD
Level/Salary Range:	7	**Hours:**	Full-time
HR Contact:	Church Administrator	**Date posted:**	
Will Train Applicant(s):	N/A	**Posting Expires:**	
External posting URL:	N/A		
Internal posting URL:	www.westpca.com/job-opportunities		

Applications Accepted By:

E-mail: light@westpca.com Subject Line: Pastor / Director of Discipleship **Attention:** Steve Light	**Mail:** Westminster Presbyterian Church 2151 Oregon Pike Lancaster, PA 17601

Job Description

Purpose: A male leader to oversee Westminster's young adult ministry and dependent on the applicant, oversee additional responsibilities in potential areas identified below.

Young Adult Ministry (average 25 hours per week):

- **Teaching:**
  - Teach and regularly attend the bi-monthly gathering of young adults at "The Fold." Teach 10-15x through the year, doing series on topics or portions of scripture geared to young adults, and filling the teaching schedule with other capable teachers in the church.
  - Teach or co-teach an adult Sunday school class relevant to young adults on occasion and as ministry time permits.
  - Lead and teach a young adult community group as needed in conjunction with other young adult community groups.
- **Discipleship:**
  - Lead and further develop the Young Adult Leadership Team of "faithful, available and teachable" young adults, meeting at least quarterly with the team.
  - Prioritize meeting with lay leaders for discipleship, training and encouragement.
  - Prioritize meeting with young adults whose concerns rise above the level of care that peers can provide.
  - Facilitate mentoring between young adults and older members of the congregation.
- **Social Events**
  - Work with Young Adult Intern to coordinate social events at least once a month.
  - Empower lay young adult leaders to plan events.
  - Work with the Young Adult intern to plan the Young Adult Fall Retreat.
  - Attend the Young Adult Fall Retreat and together with the Young Adult Intern lead the events and activities.
  - Teach at the Young Adult Fall Retreat or obtain a speaker for it.
- **Outreach**
  - Graciously & actively pursue young adults of all stages of spiritual maturity:

        - Those who are already connected to the young adult ministry
        - Those who are in the church but not connected to the young adult ministry
        - Those who are on the fringes or outside the church and the faith
    - One-on-one meetings are a priority, and 4-6 hours of weekly one-on-one meetings with young adults are expected (i.e. 2-3 meetings a week).
    - Facilitate the transition of college-aged people into the young adult ministry.
- **Administration**
    - Work with Young Adult Intern to send out weekly e-mail and GroupMe communications to the young adults regarding The Fold and community groups.
    - Oversee communications regarding events (lunches, Retreat, Christmas Party, other social events).
    - Work with Intern and Leadership team for behind-the-scenes preparation for The Fold (Instructions for MC, Power Point Slides, communicating with people for slots such as testimonies, etc.).

Member of Staff

- Attend weekly staff meetings
- Attend monthly Membership Care Committee

Teaching Elder Duties (preferred, unless position is filled with a "Director")

- Preach in rotation at Sunday Evening Services or Special services (Easter Sunrise, Thanksgiving, Christmas Eve, Lenten series, etc.) – typically 5-8x/year
- Preach when asked at Sunday Morning Service – typically 1-2x/year and assist in leading Sunday morning worship in pastoral rotation
- Conduct weddings, pre-marital counseling, and funerals as requested by pastoral staff
- Carry out visitation of those who are homebound or hospitalized when the Pastor of Visitation is not available
- Provide counseling to congregants to supplement Pastor of Counseling as needed

Session, Presbytery and General Assembly (preferred, unless position is filled with a "Director")

- Attend: Pastors Prayer, Pastors Meeting, Session
- 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 to three years.

Secondary – Depending on applicant, additional responsibilities to be assigned in the following areas (average 5-15 hours per week):

- Men's Ministry
- Visitation of Homebound
- Young Marrieds
- Other

Qualifications and Education Requirements

- Master of Divinity degree or equivalent preferred (not required if serving as "director")
- Ordained Pastor or ordainable (in the PCA denomination) preferred

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- Five years pastoral experience or combination of life and pastoral experience preferred

Preferred Skills

- Relationally wise - aware of different attitudes, backgrounds, political views, and doctrinal backgrounds. Be able to mediate strong personalities. Be sensitive to how information is received.
- Equipper – empower young adults to take responsibility for ministering effectively to one another. Develop leaders by helping individuals serve effectively on a team
- A gentle spirit and a calming presence able to visit, encourage, and lift up the sick and lonely
- Aptitude to engage young adults with where they are on their spiritual journey
- Ability to teach and preach

Reviewed By:	L&V Committee	Date:	
Approved By:		Date:	
Last Updated By:	Steve Light	Date/Time:	