



We exist to worship the Lord, evangelize the lost, and develop and deploy maturing disciples.

WHO WE ARE

Westminster Presbyterian Church is a PCA congregation in Fort Myers, FL with rich biblical teaching, passionate liturgical worship, Gospel-centered discipleship, caring and committed fellowship, and a heart for missions and evangelistic outreach.

In terms of leadership, we have six elders on session (Pastor Ryan and five Ruling Elders), six deacons, and a staff that consists of Ryan Broadhurst (Senior Pastor), VACANT (Assistant Pastor of Families & Outreach), Randy Thomas (Worship & Senior Adults Director), Sarah Harvey (Children's Director, Part-time), SOON-TO-BE VACANT (Administrative Assistant), and Jennifer Mathews (Head of School for Summit Christian School).

Pastor Ryan Broadhurst began his pastorate here at Westminster in August of 2023, excited to lead this church to be a Gospel Community on Mission. Since then he has set out to preach & teach God's Word with clarity, compassion, and conviction and to shepherd this congregation well by creating a culture of humility, joy, and Gospel-centrality above all. His ministry philosophy is that "the Word does the work". God does extraordinary things through His ordinary means of grace, whether that be during corporate worship on Sundays, in small groups and classes, amongst families, or in 1-1 discipleship. Pastor Ryan also believes in team-oriented ministry where we collaborate, encourage, and advise one another for the betterment of this church community and furtherance of the mission of God.

Being located in Southwest Florida, we experience the ebbs and flows of seasonal ministry, where we currently average about 165 on Sunday mornings from March to October and 215 from November to April. We also are enthusiastic about our mission school, **Summit Christian School**, here on campus which has about 115 students enrolled in K - 8th grade, many of whom come from families that do not attend church anywhere and present a prime environment for outreach.

WHO WE ARE LOOKING FOR

Administrative Assistant

We are looking to add a personable & friendly, yet thoughtful & organized Administrative Assistant to our incredible church staff here at Westminster (PCA). Our previous Admin Asst. leaves large shoes to fill as she and her family are moving across the state for her husband's job. This is a role that works closely with Pastor Ryan to help take administrative responsibilities off his plate, as well as assisting the other staff.

The ideal man/woman for this job will be confident in 1-1 interactions, a self-motivated worker, and will care well for this church and its ministries. This individual needs to have high moral character - handling sensitive information in confidence, representing church leadership to those with whom he/she communicates, and honoring the Lord in service to this church. While he/she does not have to be a member of Westminster (PCA), we do expect this individual is a member of a Gospel-preaching church and a devoted follower of Christ.

WHAT WE ARE OFFERING

Compensation: \$18-20 per hour

Vacation/Holidays: 8 paid holidays annually; 1 week of vacation given at Christmas each year; 1 additional week of PTO offered after 6 mos.

Tuition Assistance: Any of your children K-8th may attend Summit Christian School at an additional reduced cost provided you also qualify and utilize StepUp funding to offset tuition.

Work Environment: Personal desk, work computer, and a beautiful church campus which is located only 6 miles from the beach(!)

HOW TO APPLY

Send 1) CV/résumé and 2) cover letter detailing your interest in and fittedness for the position to Pastor Ryan Broadhurst at ryan@wpcfortmyers.org.