



**WESTMINSTER
PRESBYTERIAN CHURCH**
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Job Title:	Assistant Pastor of Missions and Outreach	Job Category:	Assistant Pastor
Department/Group:		Reports to:	Executive Pastor
Level/Salary Range:	8 – Assistant Pastor	Hours:	Full-time
HR Contact:	Church Administrator	Date posted:	08/15/2024
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 ; bob.hivner@westpca.com Subject Line: Assistant Pastor of Missions and Outreach		Mail: Westminster Presbyterian Church 2151 Oregon Pike Lancaster, PA 17601	
Job Description			
<p>Purpose: To serve in the role of Assistant Pastor of Missions and Outreach for Westminster Presbyterian Church (WPC), focusing on equipping, encouraging, and leading the congregation in cross-cultural missions, evangelism, and outreach.</p> <p>The following areas will be the focus of ministry:</p> <p>Mobilizing People for Ministry and Evangelism</p> <ul style="list-style-type: none"> • Work with the Great Commission (GC) Committee to challenge, motivate, recruit, train and mobilize members for involvement in outreach ministries at local, national, and international levels • Educate and equip the congregation on missions and evangelism (e.g. teach Sunday School, training events, conferences, etc.) • Identify, develop, and mentor individuals considering full-time ministry • Evaluate and recommend missions agencies as well as help candidates identify fields of service • Relate to the needs and concerns of candidates and help them prepare for their field of service <p>Short-Term Missions Ministry</p> <ul style="list-style-type: none"> • Coordinate, facilitate, and provide oversight of missions projects and short-term opportunities, in conjunction with WPC Short-term Missions subcommittee and GC coordinator • Facilitate leadership training and conduct post-trip debrief for short-term missions leaders • Research and identify new targets for short-term trips • Participate in a short-term trip each year <p>Local Outreach and Evangelism</p> <ul style="list-style-type: none"> • Provide pastoral oversight of WPC local outreach ministries (ESL, Sanctity of Life, Refugee, etc.) • Lead and equip the congregation in evangelism and apologetics outreach 			



- Connect with local outreach opportunities, especially supported ministries

Missions Vision and Strategy

- Fine tune, articulate, and implement the missions strategy for WPC, specifically targeting current strategic goals of “Reaching the Global Unreached” and “Reaching the Local Unreached”
- Encourage new ideas and ministries that will stimulate the missions vision of WPC
- Serve as an advisory to the GC Committee and work closely with the committee chairman and GC Coordinator
- Evaluate and recommend other mission agencies

Other Missions Areas

- Oversight of Missions Ministry Staff (e.g. GC Coordinator, ESL Coordinator, etc.)
- Missionary Care – Facilitate excellent missionary care in partnership with the GC Committee, providing relational support for WPC supported missionaries (local, national, and international), providing encouragement and counsel in challenges facing missionaries. Make field visit to missionaries every two to three (2–3) years in rotation with other pastoral staff. Maintain relationships with sending agencies and supported organizations
- Refugee Ministry – Participate periodically in the Swahili Worship Service, supporting and encouraging individuals ministering to refugees and “new Americans” in our congregation
- Annual Missions Conference – contribute to recommending themes, identifying speakers, and broadening its vision
- Annual Budget – assist in preparation of annual budget for GC Committee
- Assist GC committee in identifying and prioritizing new missionaries and ministries for support

Teaching Elder Duties

- Preach in rotation at Sunday evening services or special services (Easter Sunrise, Thanksgiving, Christmas Eve, Lenten series, etc.) – typically 8–12x/year
- Preach when asked at Sunday morning service – typically 1–2x/year
- 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, Great Commission Committee and subcommittee meetings
- 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 (preferably in the PCA denomination) or ordainable
- Ideally having at least three to four (3-4) years of experience serving in a cross-cultural ministry context.

Preferred Skills

- A compassionate heart for the lost and a desire to make Jesus Christ known.



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- Gifted in evangelism, has a warm demeanor, approachable by both members of our congregation and supported partners.
- Will have strengths in evangelism and encouragement with an ability to disciple and mentor individuals involved in evangelism, outreach ministries and those pursuing missions opportunities

Reviewed By:	Assistant Missions and Outreach Search Committee	Date:	7/10/2024
Approved By:		Date:	
Last Updated By:	Tucker York	Date/Time:	8/12/2024