

WAYNE PRESBYTERIAN CHURCH
Job Description

<i>Title</i>	Associate Pastor: Minister of Congregational Care
<i>Position Type</i>	Pastoral Staff
<i>Reports To</i>	Senior Pastor/Head of Staff
<i>Work Schedule</i>	Full Time, 40 hours/week
<i>FLSA Status</i>	Exempt

Position Summary

The Interim Associate Pastor of Congregational Care serves at Wayne Presbyterian Church (WPC), a 2,000-member congregation located on the Main Line of Philadelphia which has served the township of Wayne for 148 years. Our mission statement sets forth our commitment: “In an atmosphere of caring hospitality, Wayne Presbyterian Church responds to God’s grace with worship, lifelong Christian education, and mission outreach.” The Minister of Congregational Care attends to the spiritual needs of our community of faith, exemplifying God’s love in times of crisis and times of joy.

Vision for Role

To provide spiritual care for congregants especially around cycle of life events (i.e., birth, marriage, illness, hospitalization, and death). To play a major role in educational programming and counseling around mental health issues and life events. To minister to the health and wellness needs of the church staff and the congregation. To improve our burgeoning ministries in lay pastoral care.

Minimum Qualifications & Desired Characteristics

1. Be an ordained Presbyterian pastor with a minimum of two years’ experience in spiritual caregiving and pastoral counseling.
2. Possess strong inter-personal relationship skills and boundless empathy.
3. Be able to help others share their emotions and concerns by listening, hearing, and understanding their experiences and perspectives.
4. Be accepting and affirming of others and be alert for personal issues that may hinder the caregiving process.
5. Have leadership experience in one or more of the following areas: coordinating deacons, nurturing lay leaders, and developing senior programs.
6. Be a skilled team player with excellent oral and written communications skills, a positive attitude, an outgoing personality, and the ability to connect with both individuals and groups.

Duties and Responsibilities

1. Assist the Senior Pastor/Head of Staff with general pastoral duties including, but not limited to: leadership in worship, preaching a minimum of 5 times per year, participation in the Sacraments, counseling, and pastoral calling.

2. Provide pastoral care to members of the WPC Body of Christ, particularly those suffering from illness or disability, those who are homebound or hospitalized, those who have lost a loved one, and seniors.
3. Oversee and provide direction for the following church programs and Session sub-committees in accordance with the policies and direction of Session:
 - a. Congregational Care/Group Ministries
 - Encourage spiritual growth and support of one another within Christ's body through Bible Study groups, grief support groups, divorce recovery groups, parenting/single parent groups, and others as needed.
 - Develop, coordinate, and supervise a lay caring ministry for WPC (e.g., Stephen Ministry).
 - Coordinate and supervise the Congregational Care Committee.
 - Assist the Women's and Men's ministry leaders in developing curricular materials and recruiting members and new leaders, teach classes, facilitate meetings, and lead retreats as asked.
 - Facilitate inter-generational fellowship activities for seniors and younger families in conjunction with pastoral leaders for ministries to young adults and children.
 - Support programs to serve the mental health needs of congregants and their families.
 - b. Deacons
 - With the Deacons, organize and prepare visitation groups to serve our homebound or isolated members, widows and widowers, and those living in CCRCs.
 - Offer advice and counsel to the Deacon ministries of Care and Compassion, Congregational Service, and Community Service.
 - Organize, coordinate, and supervise the training of Deacons for service to the WPC Body of Christ.
4. Plan and officiate at memorial services and funerals as requested.
5. Provide spiritual care to the pastoral and administrative staff of the church.
6. Provide pre-marital counseling for couples marrying at WPC.
7. Attend and actively participate in monthly Session meetings.
8. Serve as staff liaison to Session sub-committees as assigned.
9. Plan and officiate at weddings and baptisms as requested.

Salary Range

\$60,000 - \$68,000 per year, depending on experience

Evaluation

Annual goals for this position will be established by the Senior Pastor/Head of Staff at the beginning of the calendar year. Performance reviews will be conducted annually at the end of the calendar year by the Senior Pastor. The Senior Pastor and the Personnel Committee will review annually the adequacy of the job description and compensation. The candidate may be considered for the subsequent installed position of Associate Pastor.

Please respond by November 9, 2018 to this job description by submitting a resume including references to: apnc@waynepres.org.