



May 1, 2024

Dear leader in Christ's church:

With this letter, we introduce our faith community as you consider our opening for a Transitional Associate Pastor position, focusing on spiritual growth. Westminster Presbyterian Church (WPC) is a welcoming, inclusive and active faith community of nearly 2000 members in the Philadelphia suburbs. During our 130-year history, we have lived out our mission of **Knowing Christ, Making Christ Known** in communities near and far. We are a Matthew 25 and Earth Care congregation, living out our vision through worship, music, outreach, and spiritual growth.

Post-pandemic, we are actively seeking ways to re-engage and adapt in a changed world. We continue to look at new models for worship and spiritual growth and are a congregation willing to try new things. As examples, we have implemented a redesigned confirmation process for our youth, added Praygrounds for children by the windows of the sanctuary, and offered hybrid options for most of our adult spiritual growth opportunities.

We are currently in the process of refreshing our strategic vision and developing plans to implement it in the coming years through engagement within and outside our walls. Earlier this year, our AP of Spiritual Growth retired. Since the vision process is underway, we are pursuing a temporary AP for this position as we want any future staffing structure to align with and support the church of our future dreams.

This call will enhance the gifts of other staff and members in programming at all levels, selecting resources, and identifying and engaging periodic guest speakers and lecturers who will add depth to lessons. An understanding of larger conversations in theology, ecclesiology, and the region's resources will be helpful.

Please review the job description attached for more detailed information about the duties and responsibilities. If you are interested or know of others who may be interested in such a position in this location, please forward your/their name to us at TAP@westminsterpc.org. Our church website contains other information about the church, its life and programs at www.westminsterpc.org. We are also available to answer questions and provide further information. We can be reached via email at the team email address or chairpersons' email addresses.

Your fellow members in Christ's body,

Westminster's Transitional Associate Pastor Search Team – Karen Goldsborough, Gail Lee, Matt Steele, Don Urban, and

Diane DeSieno, Co-Chair
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Westminster Presbyterian Church

Job Description

Job Title	Transitional Associate Pastor of Spiritual Growth
Department	
Reports To	Head of Staff and Session
Date	Approved 2/5/2024

Overall Responsibility

Spiritual Growth, receiving and offering gifts in Christian love, is a part of every Christian's journey. This individual will be responsible for driving and encouraging the vision of Spiritual Growth at Westminster Presbyterian Church while performing other general pastoral duties as needed. In addition, the AP will work with the Adult Spiritual Growth team and other committees in engaging members in spiritual growth, ministry and mission. They will also oversee the Director of Children and Family Ministries and Director of Youth and College Ministries.

Key Tasks and Responsibilities

• Spiritual Growth Ministries

- Equip members and participants in the congregation with tools that nourish and challenge them intellectually and spiritually, encouraging them to live rich lives of faith.
- Work with Adult Spiritual Growth team to plan, implement, coordinate, and evaluate programs and opportunities for education, including but not limited to Sunday classes.
- Teach Adult classes, Bible studies, and other studies as developed, and integrate pastoral colleagues and other speakers/teachers into teaching ministry.
- Coordinate Adult spiritual growth offerings with other ministry teams (e.g. Outreach, Pastoral Care; Youth) for optimal use of space and interests.
- Supervise and support the Director of Children's and Family Ministry and the Director of Youth and College Ministry, to encourage new and continuing opportunities for spiritual growth for all ages,
- Serve as pastoral leader to Celebrate Recovery ministry, supporting the paid and volunteer CR leaders.
- Coordinate the Lenten Study Groups and/or other seasonal study groups in conjunction with the Adult Spiritual Growth team.
- Coordinate and support women's and men's retreats, in conjunction with other staff and teams.
- Oversee small group ministry, supporting existing groups and expanding the ministry.
- Evaluate programs and develop changes as appropriate.
- Recruit, train, and equip leaders, teachers, and small group leaders, and recommend appropriate study/resource materials.
- Oversee the budget for Spiritual Growth
- With other staff, envision, assess, develop, and supervise the overall spiritual growth and engagement ministries at Westminster.

• Other Responsibilities

- Worship leadership in rotation with other pastors – Sunday morning; Wednesday chapel; special services; preach 6-8 times per year on Sunday morning.
- Pastoral care to members including hospital and home visitations.
- Weddings and Funerals as requested and available.
- Collaborate with other pastoral staff in performing general pastoral and other duties, including developing worship themes and direction, visioning, pastoral care, and coordination of events (e.g. workshops and special events) as assigned by Head of Staff.
- Participate in the life and mission of mid councils and General Assembly, as available.
- Other duties as assigned by the Lead Pastor/Head of Staff.

Skills and Attributes

An individual whose life belongs to Christ, who has a passion for sharing the Gospel, and who understands that spiritual growth is a lifelong journey. Desirable characteristics include:

- Passion and vision for encouraging people of all ages and levels of spiritual maturity to grow in their knowledge and love of Jesus Christ
- Knowledgeable in biblical studies, educational principles, practices and curriculum design
- Strong skills in teaching and preaching, with demonstrated comfort in worship, classroom, and small group settings
- Vision and energy to build upon existing programs, and to design, implement and promote new initiatives
- Self-starter and strong leader in recruiting, equipping, and nurturing volunteers
- Innovative, flexible and adaptable to the varying and changing needs of the church
- Collaborative team player with skills in managing teams for effective implementation of ministry goals
- Loving and patient role model, receptive to the needs of all ages
- Lifelong learner

Education/Experience

- Master of Divinity Degree.
- Should understand spiritual formation dynamics, and theological basis for spiritual growth to maturity in Christ.
- Experience in educational design.

Approvals

Employee: _____ **Date:** _____

Supervisor: _____ **Date:** _____