



Pastor of Congregational Life

Job Description

BASIC FUNCTION:

The Pastor of Congregational Life is responsible for the overall planning, development, pastoral oversight, evaluation and mission advancement of all the ministries that meet the congregational needs of the church, both physical and spiritual.

This person reports to the Lead Pastor, Rob Pacienza, and is a member of the Executive Leadership Team.

Other members of the Executive Leadership Team include: Lead Pastor, Director of Outreach, Executive Director, and the Westminster Academy Headmaster.

DUTIES AND RESPONSIBILITIES:

1. Pastoral

- Pulpit supply when requested
- Regular Sunday School teacher
- Counseling
- Weddings
- Funerals
- Visitations

2. Managerial

- Perform managerial responsibilities for the Inreach Department of Coral Ridge including oversight of the following ministries:
 - Children's
 - Youth
 - Young Adults
 - Marriage and Family
 - Pastoral Care
 - Men's Ministry
 - Women's Ministry
 - Keenager's
 - Christian Education

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- Managerial responsibilities include:
 - Oversight of staff and volunteers
 - Maintains regular contact with ministry leaders to devise strategies relevant to their specific area of ministry
 - Develops and maintains an ongoing teacher-training program for current and potential teachers in all areas of ministry
 - Interviews, hires, trains, supervises, reviews and evaluates the Division Leaders and other paid staff within his departments of supervision
 - Reviews resources and programs of each ministry for theological accuracy and pedagogical approach
 - Oversees the development and distribution of approved annual budget for all supervised ministries and programs
- Work closely with Care Coordinator to:
 - Reaches new families and assimilates them into our congregation
 - Devises strategies to interact with families
 - Implements shepherding initiatives

3. Administrative

- Develops and maintains an ongoing recruitment for teachers, helpers and other ministry volunteers
- Develops opportunities for congregational fellowship and connection outside of Sunday morning worship
- Pastoral Liaison between CRPC and Westminster Academy (wa.edu); builds a bridge of understanding and cooperation while becoming the go-to resource for administration, faculty and parents
- Coordinates and supervises the “Guidelines for the Protection of Youth and Children” policies regarding applications, background checks, fingerprinting, interviewing and training of paid and volunteer staffing for Children’s Ministries
- Researches, secures and/or develops a comprehensive master plan of education and discipleship for children and students

APPLICANT REQUIREMENTS/CHARACTERISTICS:

- Ordained in the Presbyterian Church in America
- Five years full time ministry experience
- Deep and fervent commitment to Jesus Christ as personal Savior and Lord
- Commitment to the Great Commission, Cultural Mandate, and the Reformed Faith as expressed in the Westminster Confession of Faith and Catechisms
- Sensitive and caring heart for God’s people, especially the families of covenant children
- Ability to communicate teaching skills to others, and have a teacher’s heart
- Understanding of and ability to communicate the sequence and scope of Coral Ridge Presbyterian Church’s viewpoint on Christian curriculum
- Self-starter with the ability to anticipate the needs of our children, parents, staff, teachers and volunteers

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- Good mentoring skills and ability to train mentors
- Past managerial experience is preferred

APPLICATION REQUIREMENTS:

- CRPC Application for Employment (Found at crpc.org/employment)
- Cover Letter with a Statement of Interest
- Professional Resume
- Personal Testimony of Faith
- List of exceptions presented during ordination
- Explanation of position on the Great Commission and Cultural Mandate
- Applicants may submit a photo to share with the committee (not required)

Please submit the items above to Charlotte West cwest@crpc.org

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