PASTORAL JOB DESCRIPTION

1 Peter 5:2 (NLT) “Care for the flock that God has entrusted to you. Watch over it willingly, not grudgingly, not for what you will get out of it, but because you are eager to serve God.”

This position is for the role as the Senior Pastor in a pastoral partnership within our church body. The Senior and Associate Pastors, each with their own individual responsibilities as well as combined efforts, are called to work together in guiding our church in a cohesive, united front to carry forth the Lord’s work.

The following aspects laid out below are what our church body expects of the position looking to be fulfilled:

PRAYER

△ The Senior Pastor will maintain a private prayer and devotional life.
△ Both pastors will pray with and for one another, for congregants’ concerns and for the ministry and mission of BCWC.
△ The Senior Pastor will coordinate a congregational prayer chain and other opportunities for corporate prayer with the Diaconate and Administrative Assistant.

VISION CASTING AND ADMINISTRATION

△ The Senior Pastor will lead the congregation in discerning the church’s vision (mission, values, strategy and measures).
△ The Senior Pastor will work cooperatively with the part-time Associate Pastor, the Church Council and the boards & committees to develop appropriate goals, objectives and ministries.
△ The pastors, working with the Church Council, will assume responsibility for coordinating the ministries of the church.
△ The Senior Pastor will participate in Church Council and Pastoral Relations Committee (PRC) meetings, as well as supervise the staff.

PREACHING AND WORSHIP LEADING

△ The Senior Pastor will preach regularly during Sunday morning services.
△ On months with five Sundays, a lay person will preach or the congregation will have a special service (youth, college, mission focus, special guest, church-beyond-walls or other).
△ The Senior Pastor will coordinate with Administrative Assistant for bulletin preparation and other worship related needs on the Sundays he or she preaches.
△ The Senior Pastor will coordinate with Diaconate and staff for special services.
COLLEGE DISCIPLESHIP MINISTRIES
△ The Senior Pastor will provide pastoral care and counseling to college students.

FAMILY DISCIPLESHIP
△ The Senior Pastor will maintain a pastoral presence with families through connecting with praise band members, attending family ministry events, periodically attending life group for young parents, dedicating infants and encouraging baptisms.
△ The Senior Pastor, in partnership with the Associate Pastor, Children’s Ministry Director and other ministry boards, will develop ministry opportunities for family faith formation, discipleship and fellowship.

MISSION AND OUTREACH
△ The Senior Pastor will encourage, support, and empower leaders of the Mission Board and related ministries. Examples include leading a devotional at a Saturday Breakfast once a month, serving on Sunday Congregational Lunches and participating in church-offered volunteer opportunities.
△ The Senior Pastor will maintain an active presence in West Chester Community by attending community meetings and seeking out partnerships with other faith communities and non-profit organizations.
△ The Senior pastor will actively encourage church membership by meeting with individuals interested in church membership and shepherding them through new membership process.

PASTORAL CARE AND COUNSELING
△ The Senior Pastor will be available, usually by appointment, for individual counseling, including pre-marital, crisis and personal counseling.
△ The Senior Pastor will build upon an existing network of referrals to other individuals and / or agencies.
△ The Senior Pastor will officiate/preside over weddings and celebration of life services.
△ The Senior Pastor will provide pastoral care through visitation while forming, equipping and empowering a pastoral care team to visit and provide care to members who are ill, shut in, hospitalized or passing through a personal crisis, such as the death of a family member.
△ The Senior pastor will share pastoral care concerns with the Associate Pastor.

STEWARDSHIP
△ The Senior Pastor will encourage, support and empower the finance committee in the stewardship of all aspects of church’s financial life.
△ The Senior Pastor will maintain a process of communication with Finance Coordinator to ensure monthly financial reports are completed and quarterly updates provided to congregation.
The Senior Pastor will partner with the Stewardship Committee to develop a stewardship plan, including annual stewardship campaign, attending to the gifts of time, talent, treasures, tissue, terra-firma, touch (relationships) and testimony.

The Senior Pastor will model an approach to stewardship that the congregation can emulate.

COMMUNICATION

The Senior Pastor will facilitate the implementation and use of social media to maintain an effective presence online.

The Senior Pastor will coordinate the quarterly church newsletter with the Administrative Assistant and Associate Pastor.

ADDITIONAL RESPONSIBILITIES AND NOTES

The Senior Pastor will pursue their own professional growth through a program of reading, writing and or more formal study as may be agreed upon in conversation with the PRC.

The Senior Pastor will represent the congregation in larger American Baptist Church life and the greater West Chester Religious life through participation in ecumenical and/or interfaith organizations.

The Senior Pastor will maintain an active presence during the week on site (in the BCWC office and at church activities).

The Senior Pastor will collaborate with the PRC to establish goals and execute a follow-up plan.

Based on a church-wide survey conducted, respondents indicated what were the most important pastoral functions needed by our congregation:

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<th>Pastoral Function</th>
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<td>15.5</td>
<td>Preaching</td>
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<td>Pastoral Care</td>
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<td>Interpreting the Faith</td>
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<td>11.9</td>
<td>Spiritual Life Development</td>
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<td>11.8</td>
<td>Nurturing Fellowship</td>
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<td>#8</td>
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<td>Multicultural Sensitivity</td>
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COMMUNITY

Located in beautiful Chester County, West Chester is a great place to live. It is in close proximity to Philadelphia but also has a suburban feel. There are many things to do with King of Prussia and Longwood Gardens a short drive away. Downtown West Chester has a variety of restaurants and shops, with community events taking place regularly. West Chester University is located on the southern end of town, and the local school district is very strong. It is a wonderful community to be a part of, and there is something for everyone!

USEFUL LINKS

west-chester.com | Municipal website for the borough covering government services, business development plans, school district information, local ordinances and more.

downtownwestchester.com | Information about parking, dining, shopping, lodging, upcoming events and more. Also has a photo gallery and visitors guide.

chesco.org | Resource for county-level government information.

tripadvisor.com | Third-party resource for more information about recreational and educational attractions throughout the borough.