

Middle Smithfield Evangelical Presbyterian Church

5205 Milford Road East Stroudsburg, PA 18302 Telephone: 570-223-8648 Fax: 570-223-7073

Email: msep@ptd.net Website: <https://middlesmithfieldep.wixsite.com/msepc>

Senior Pastor Position Description

The congregation of Middle Smithfield Evangelical Presbyterian Church is looking to fill the position of Senior Pastor. While we would prefer a candidate with experience, we are open to considering a recent seminary graduate. The church has approximately 75 members and is highly committed to Bible-based preaching and teaching. There is an active Deacon's ministry that assists the pastor in providing pastoral care to the congregation.

The ideal Senior Pastor will meet the character qualifications of an Elder outlined in 1 Timothy 3:1-12 and Titus 1:5-9. This individual will serve alongside the Elders and staff in leading the church to fulfill its Vision, Mission, and Beliefs. He/she will:

Pastor Responsibilities

Having as the foundation for all ministry the infallible, authoritative, and inerrant Word of God, the Pastor shall, as led by the Holy Spirit, assume whatever responsibilities are necessary to seek to assure the Continuing spiritual and numerical growth of the Body of Christ, through the following Responsibilities:

GENERAL REQUIREMENTS

- Model a growing, vibrant, personal relationship with Jesus Christ, an active prayer life, and sensitivity to the Holy Spirit's leading.
- Be ordained, or willing to be ordained, in the Evangelical Presbyterian Church (Reformed Theology & Presbyterian Polity).
- Graduated from an accredited, theologically reformed seminary with formal education in biblical languages.
- Be a Gospel-centered expositor of Scripture in the content of his preaching and teaching.
- Be a pastor/teacher with demonstrated growth of leadership effectiveness and outcomes.
- Be able to work with women as pastors, ruling elders, and deacons.
- Assist the congregation in fulfillment of the "Great Commission"
- Seek to maintain unity within the congregation and ministry to all members regardless of sex, age, and political affiliation.
- Seek to know members on a personal basis.
- Support and encourage all Session-approved church organizations and programs.
- Provide Christian counseling for personal, relational, emotional, and spiritual needs.

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In conjunction with the General Requirements the pastor will prayerfully perform the following Specific Responsibilities

SPECIFIC

- Prepare and deliver expository sermons that are relevant and true to Scripture each Sunday, as well as holiday services, Lenten services, and other special services as otherwise determined by the Session according to the Book of Order.
- Lead the congregation in communion services and baptism on dates as determined by Session and to provide for appropriate instruction
- Moderate all Session and Congregational meetings
- Serve as the Lead for preaching in a role that has support from a teaching elder responsible for discipleship.
- Attend the following meetings: Worship Committee, Administration Committee, and other committees - as needed.
- Maintain a missional focus for the church.
- Work with Deacons to provide congregational care.
- Supervise the selection of music for all worship services.
- Have designated office hours (to be more specifically set forth in the terms of the contract) to include a minimum of fifteen (15) hours per week of availability to the congregation and members of the community.
- Provide hospital visitation according to the needs of the patients and in conjunction with church - volunteer hospital visitation.
- Supervise and provide articles for the church bulletin and "Annual Report."
- Serve as head of staff and to conduct periodic Church Staff Meetings and annual review.
- Disciple and develop staff and existing church leaders as well as identify new leaders within the church.
- Provide training and instruction for Elders
- Meet with and provide instruction for new members and Communicants class.
- Plan and lead funeral and wedding services, and to provide pre-marital counselling.
- Work with Session, staff, and lay leadership to implement strategies necessary to align our ministry to the Vision, Mission, and Core Beliefs of the church.
- Work with Session and the Finance Committee to develop a mission-driven annual church plan and budget by the end of the third quarter.
- Represent Middle Smithfield Evangelical Presbyterian Church at Presbytery meetings.
- Maintain personal accountability to the EPC and to the Administration Committee of the church.