



First Presbyterian Church of Lake Wales, FL

Job Description for **Associate Minister of Family Discipleship**

Updated April 25, 2022

CHURCH PROFILE

The First Presbyterian Church (ARP), founded in 1914, is a Christ-centered congregation who worship at a historic downtown location in the small city of Lake Wales, FL. For almost 110 years, the church has consistently prioritized Gospel preaching and teaching, a Reformed liturgical worship service with excellence in music, and discipleship of its members. Rev. Mackay Smith was installed as the seventh senior pastor in March 2022, after serving as the associate and then interim pastor since May 2017.

Lake Wales sits on the Lake Wales ridge of Central Florida, an area known for citrus and other agriculture. The town is on the cusp of a population boom, with its population (currently 16,000) expected to triple in the next 10 years. Polk County (pop. 725,000) includes the larger cities of Lakeland and Winter Haven.

More information and recorded worship services can be accessed at www.fpclw.org.

Church Attendance Averages

Sunday Worship: 175

Children's Sunday School: 8-12

Middle and High School Sunday school: 3-5, Wednesday night: 0-4

Church Staff

Full Time

Senior Minister

Associate Minister for Family Discipleship

Director of Music & Congregational Care

Director of Administration and Finance

Head Custodian

Part Time

Admin. Assistant

Assistant Custodian

Nursery Coordinator

Nursery Attendants

Church Budget: ~\$980,000

PRINCIPLE RESPONSIBILITY

The principle responsibility of the Associate Minister of Family Discipleship is to serve as a Minister of the Gospel focused on the Christian growth of families. This minister will work with the session and the senior minister to develop and maintain a vision for ministry to families, including children from birth through high school, and will joyfully and prayerfully work to implement that vision. The session desires to see Christian families eager to **worship**, trained in **evangelism**, devoted to **discipleship**, and exercised in **servanthood**. Your profession of Christian faith is foundational.

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WORK PERFORMED

Family Discipleship

- Worship
 - Encourage the corporate worship of Jesus and worship in all of life as the highest calling of believers
 - Work with the senior minister and session to ensure families are engaged in the life of the congregation. Inter-generational activity is encouraged.
 - Encourage and equip families to worship in their homes
- Evangelism
 - Build relationships with and among families, maintaining regular communication
 - Welcome participation of non-member families and young people, working to integrate them into church life and prayerfully guiding them to explore church membership.
 - Equip students and families to share their faith
- Discipleship
 - Develop and direct a discipleship program that includes young people (Birth-12th grade)
 - Actively participate in the program as a teacher and oversee the program, utilizing church committees
 - Plan and lead discipleship events
 - Guide young people through the church membership process, teaching a yearly communicant's class
 - Oversee the Wednesday night discipleship program ("Rock on Wednesday") for all ages (adults and children), using it to support the vision of Family Discipleship
 - Serve as the chief vision-caster and emcee for the "ROW" program, working with the senior minister, the kitchen team, and other applicable leaders for its implementation.
 - Oversee the Nursery Coordinator to maintain consistent, safe nursery care.
- Servanthood
 - Train families to contribute their time, talents, and resources for the good of all
 - Plan and lead service opportunities for children and families
 - Recruit and train volunteer

Other Ministerial Duties

- Work in conjunction with the staff and elders to guide the overall ministry of the church.
- Communicate the structure, goals, and progress of family discipleship ministry
- Act as the vice-moderator of the session.
- Assist senior minister in weekly worship services and share preaching responsibilities.
- Assist senior minister with other pastoral duties when needed (visitation, pastoral care, weddings and funerals, assimilation of visitors and new members).
- Attend staff meetings and committee meetings
- Work with committees in the annual budget process
- Serve in Florida Presbytery and ARP General Synod, including meetings and committee work as able and in agreement with the Session

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GOVERNANCE

- The Associate Minister of Family Discipleship of the First Presbyterian Church of Lake Wales, as called by the congregation, and approved by the Florida Presbytery, and who is subject to church doctrines and policies, is responsible and accountable to the presbytery, the senior minister, and to the session of the First Presbyterian Church. An annual staff review of job performance related to the responsibilities outlined in this job description will be conducted by the church's Personnel Committee and reviewed and confirmed by the Session.

CANDIDATE QUALIFICATIONS

- Candidates must meet the qualifications of a minister listed in ARP *Form of Government* 9.3, and be willing to serve as an ARP minister in Florida Presbytery.
- Preference will be given to candidates
 - with 3+ years of full-time ministry experience
 - who exhibit an outgoing and relational demeanor
 - who possess a proven track record of engaging families in ministry

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The requirements described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- While performing the duties of this job, the employee is regularly required to: stand, sit, talk, hear, reach, stoop, kneel, and walk. You must operate a computer, telephone, keyboard and have good writing skills.
- Specific vision abilities include near & distance vision.
- Light to moderate lifting is required.
- Ability to travel on occasion.
- Ability to communicate well with individuals and groups respectfully.
- Ability to work in a confined area.
- Ability to sit at a computer terminal for an extended period of time.
- Ability to make visits in homes, schools, hospitals, events, etc.
- Moderate noise (i.e. business office with computers, phone, and printers, light traffic).
- Ministering to youth and children require flexibility, some athleticism, enthusiastic personal skills, and security protocols.

TO APPLY:

Send the following to pastoralsearch@fpclw.org

- **Resume**
- **Testimony of faith and calling to ministry (< 2 pages)**
- **Philosophy of ministry, with focus on family discipleship (<2 pages)**

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