

## **PASTOR OF PREACHING AND LEADERSHIP (Full time)**

Plymouth Heights CRC seeks to honor and glorify God the Father, the Son, and the Holy Spirit in a beautiful, welcoming, Christian ministry based in southeast Grand Rapids, MI. Our mission is to equip disciples to become neighbors and invite neighbors to become disciples. This is accomplished both locally and abroad through various missionary partnerships.

The Pastor of Preaching & Leadership reports to Council and serves as part of a pastoral team. The co-pastors work collaboratively as part of a ministry team calling all generations to engage with others in worship, stewardship, education, outreach, and community opportunities with God's people at Plymouth Heights. We encourage collaboration among the co-pastor and staff team for idea sharing, leveraging individual strengths, cross training, and providing some relief during vacations and the occasional Sunday off.

### **QUALIFICATIONS:**

- A Master of Divinity and ordained Minister of the Word in the CRCNA (or eligible for ordination)
- Deep personal commitment to Jesus Christ, with a love for God's people of all ages and abilities, and a dedication to fostering Christ-likeness and faith formation in others.
- Able to collaborate with other members of the ministry team to shape and sustain a vision for discipleship and spiritual growth.
- Able to translate vision and broad ideas into actionable programs and initiatives and the ability to inspire the congregation to participate.
- Demonstrated experience planning and leading scripture-based Reformed worship services that effectively engage the congregation in the Gospel message.
- Demonstrated ability and desire to work as part of a collaborative ministry team.
- Experience with differently abled individuals and groups is a plus.
- Relationally warm and inviting, confident, self-motivated, organized, and servant minded.

### **RESPONSIBILITIES**

The responsibilities captured here provide an overall guide for shared expectations, but we understand that we all need to be open to God's leading including changing priorities over time. We commit to praying for you regularly, and to listening carefully if you feel led to try something new, or to affirm an approach, or to openly discussing the value of a particular program or effort.

#### **Preaching and Worship**

- Preach for most worship services.
- Provide direction and vision for the church's worship, including providing a preaching schedule for the Worship Committee and Elders three months in advance.
- Collaborate with the co-pastor to incorporate their occasional preaching and regular service preparation or participation.
- Work with the Worship Coordinator and the Worship Committee to provide spiritually enriching and doctrinally sound worship experiences for the congregation.

#### **Leadership and Teaching**

- Offer guidance to Council as it envisions and administers the ministry in keeping with the church's vision statement. Attend Administrative Council and full Council meetings as a voting member.
- Assist the ministry of elders and deacons, chairing the elder's meeting and being a tie-breaking voter if ever needed. Provide or arrange for training of new elders and deacons in the key aspects of their respective roles.
- Provide supervision, goal setting, performance coaching and distribution of job responsibilities of the non-ordained staff.
  - Consult with the co-pastor and committee chairs for additional input or collaborative decision-

- making when needed.
- Conduct annual performance reviews of all non-ordained staff, consulting with co-pastor and appropriate ministry chairs as necessary.
- Schedule annual staff retreats and hold regular staff meetings to build up the ministry team, facilitate collaboration, and plan together for the ministry year. Include and collaborate with the co-pastor.
- Perform or oversee the administrative activities and oversight required to ensure the efficient operation of church's office and the facility.
  - Meet regularly with the Council Chair or their designee.
  - Collaborate with the Chair of the Properties Committee.
- Oversee communication with the congregation and our community via desired means including the church website, bulletins, newsletters, email, etc.
- Provide curriculum ideas, teaching and/or encouragement to the various ministries of the church upon request.
- Be involved in Classis and Denomination ministries where opportunity, time and interests allow.

### **Congregational Life**

- Collaborate with the co-pastor and household elders to develop a process for providing pastoral care and visits to those in special need and/or who are homebound.
- Oversee the Children Ministry Coordinator and volunteers to promote and facilitate faith formation, fellowship, and discipleship opportunities for youth, young people, and their families.
- Promote and facilitate faith formation for adults through worship experiences, small group participation, volunteering for various ministries, or other creative means.
- Provide pastoral counseling ministries, directly if qualified, or referring to appropriate agencies as needed.
- Encourage congregational participation in Congregational Life opportunities.
- Assist Elders and the co-pastor with the assimilation of new members into the church.
- Keep members of the church informed of the concerns and needs of fellow members.

### **Outreach**

- Provide guidance and support to the Missions Committee (Local and Global).
- Serve as PHCRC's contact person with community organizations and initiatives, including coordinated efforts with area churches and schools.
- Assist co-pastor and elders in the assimilation of new members.
- Provide oversight, encouragement, and/or participation with existing outreach efforts, dividing responsibilities with the co-pastor.

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