Overview
Westminster Presbyterian Church is a vibrant, open-minded congregation worshipping in the heart of Minneapolis on Nicollet Mall. As an engaged, urban partner, Westminster has been sharing the good news of God’s peace, love, and justice as a *telling presence in the city* for more than 160 years.

Purpose. The Transitional Associate Pastor for Congregational Life will help guide the church through a time of change, during which they will encourage the spiritual and community life of the church through adult education, fellowship, leadership development, and hospitality.

Goal. With the leadership of the Transitional Associate Pastor for Congregational Life, church members and newcomers will be welcomed, nurtured spiritually, and helped to grow in their sense of belonging to this community of faith – and church leaders will be helped to discern the staff design for future ministry.

Responsibilities. Note: this person will work initially remotely and with the use of technology, until COVID restrictions are lifted, and with the primary focus of time on Sundays and Wednesdays. Appropriate accommodations for worship, pastoral care, session and committee meetings, etc., will be made in accordance with the MN Department of Health guidelines. More information is available on Westminster’s COVID Re-Opening Plan and Protocols [here](#).

1. **Adult education**: work with staff team and lay leaders to support adult education
   a. Collaborate in planning Sunday morning education
   b. Work together with staff team in developing other education programs for adults
   c. Support the work of the Adult Education Council

2. **Women’s Ministries**: work with staff team and lay leaders to support programs with women in the church
   a. WOW – Westminster on Wednesday bible study and fellowship
   b. Women’s Retreats and Faith Nixon Symposium– support the planning and leadership of these events
   c. Beyond Sunday – support the planning team for this program
3. **Leadership Development:** Recruit, prepare, and nurture church officers
   a. Provide support to the Congregational Nominating Committee
   b. Work with lay team to plan and lead Officer Training
   c. Work with lay team to nurture the Community of Leaders

4. **New Members:** Support the ministry of welcome to visitors and those interested in uniting with the church
   a. Nurture relationships with visitors and prospective new members
   b. Plan and help in leading occasional new member classes
   c. Communicate with volunteers and staff members about new members
   d. Work with Member Development lay team

5. **Other:** Take part in other pastoral ministries of the church
   a. Participate in congregational care ministries, as assigned
   b. Participate in worship leadership
   c. Participate in staff team
   d. Lead WPC ministry with weddings

**Relationships.** Relates to Executive Associate Pastor, who serves as supervisor. Relates to other pastors and staff members as colleague. Participates as member of the Presbytery of the Twin Cities Area. Collaborates with Administrative Assistant, Scholar for Adult Education, and the Director of Congregational and Community Engagement. Supervises Librarian and Wedding Coordinator.

**Qualifications**
- Strong commitment to Reformed Christian faith and readiness to share that faith with others.
- Organizational ability.
- Experience recruiting and working with volunteers.
- Excellent verbal and written communication skills.
- Demonstrated ability to work strategically in developing successful programs.
- Skilled in building community and partnership across a diverse congregation setting.
- Master of Divinity degree, or equivalent, required.

**Compensation and Benefits.** Will be compensated within Westminster Presbyterian Church and presbytery guidelines, with full PC (USA) benefits.

**Start date.** This position is open as of mid-December 2020, and we hope to fill it as soon as possible after then.