

**Position:** Associate Pastor for Spiritual Formation for Northmont United Presbyterian Church

**Full-time Exempt Salaried Position:** The eligible candidate must be an ordained Minister of Word and Sacrament in the PCUSA or eligible to ordination. The position will meet the standards for Pittsburgh Presbytery's minimum salary and terms of call.

**About Northmont :** Our church is settled on a busy main road in the northern Pittsburgh suburb of McCandless. For nearly 100 years, this congregation has sought to meet the changing needs of this growing area. Our church membership reflects the busy and professional people around us. Our hope is that bringing on an Associate Pastor for Spiritual Formation will help bolster our youth and family ministries with new vision and creativity.

**The Successful Candidate :** The candidate must possess the training and experience to not only relate well to young people and families, but to teach and proclaim the Gospel of Christ in inspiring and relatable ways. This person must thrive in team settings, working collaboratively and flexibly with ordained and lay leadership.

#### **A. PURPOSE**

Spiritual Formation is charged with the education and development of the congregation's children, youth, young adults, and families. The person in this position will provide pastoral leadership for this ministry, working to glorify God and further the mission of the church.

#### **B. PASTORAL RESPONSIBILITIES**

1. Leading in worship and administering the Sacraments
2. Providing pastoral care and visitation, especially for children, youth, and their families
3. Other Clergy duties (weddings, funerals, etc) when called upon
4. Other pastoral tasks assigned by the Head of Staff

#### **C. PROGRAMMATIC RESPONSIBILITIES**

##### **1. Student Ministries:**

- a) Organize and lead middle and high school students
- b) Collaborate with and supervise church members to assist with youth and young-adult ministries
- c) Attend select student special events such as school performance and sports events in an effort to support youth members and attract new participants
- d) Develop Sunday worship services led by middle school, high school, and college-age students
- e) Organize and lead mission and spiritual formation events/trips
- f) Establish, maintain, and strengthen relationship with youth programs at Wexford Community Presbyterian Church and Hiland Presbyterian Church
- g) Maintain communication and relationship opportunities with college-aged students

##### **2. Parish Ministries:**

- a) Attend staff meetings
- b) Be a staff liaison to the Spiritual Formation Ministry Team (SFMT)
- c) Compose, edit, and submit material in a timely manner for inclusion in the Sunday bulletin, electronic communications, and church website
- d) Work with other Ministry Staff to develop educational and mission opportunities for families with children and youth

##### **3. Children and Families Ministries:**

- a) Identify and train SFMT volunteers

- b) Attend SFMT meetings
- c) Organize Sunday School and Sunday nursery schedule
- d) Oversee programming for children and youth
- e) Weekly communication with families of children and youth
- f) Organize Vacation Bible School
- g) Organize and maintain volunteer clearances
- h) Organize mission opportunities for children and families
- i) Regular programming with Northmont Child Development Center (NCDC) children

**4. Communication and Church Website**

- a) Maintain the church website with support from the Communications Task Force
- b) Send weekly communication to youth and their families, maintain and update the church Facebook page, maintain and update the Youth Instagram page

**5. Other General Duties**

- a) Work closely and collegially with other staff members.
- b) Perform other duties as may be assigned by pastor/staff relations.

**C. AREAS OF DEVELOPMENT**

1. When possible, will develop small groups for spiritual formation within the larger youth group
2. Will develop adult small group opportunities in coordination with Head of Staff
3. Will develop intergenerational mission opportunities, trips, and events

**D. RELATIONSHIPS**

1. Reports directly to the Pastor, Head of Staff
2. Coordinates with the chair of the SFMT

**E. REVIEW PROCESS**

The Associate Pastor for Spiritual Formation shall be reviewed every six months of the first 24 months of employment, and then annually thereafter. This review will focus on effort, effectiveness, and job performance. The review shall be conducted by the Head of Staff, reviewed by a representative of the Staff Relations Committee, and others as may be deemed appropriate. The review will involve a written evaluation and a face-to-face meeting.

**F. OTHER**

This is a full-time exempt position. The pastor is expected to adjust the work schedule to accommodate activities in the life of the church.

To Apply, please send PIF to:

Dr Amy Phelps, Chair  
[NorthmontchurchAPNC@gmail.com](mailto:NorthmontchurchAPNC@gmail.com)