

**Assistant Pastor Job Description  
For Westminster PCA  
Alamogordo, NM**

- (1) The Assistant Pastor's **primary responsibility will be to try and revitalize and rebuild the young family, youth and children segment of Westminster's congregation.** This will include, but not be limited to, such things as:
  - (a) building a personal relationship with those young families, youth and children who are presently part of the Westminster congregation;
  - (b) identifying and getting acquainted with young families, youth and children who visit during Sunday School or one of our Worship Services;
  - (c) identify various means of attracting young families to Westminster PCA;
  - (d) getting acquainted with the children who attend Cornerstone Child Development Center, and their families;
  - (e) seeing what can be done to take advantage of our location near Chaparral Middle School;
  - (f) getting acquainted with our college students when they come home for holiday visits, or during the summer.
  
- (2) The man we are looking for to become our Assistant Pastor will:
  - (a) be unreservedly committed to the doctrines of the Reformed Faith, as outlined in the Westminster Confession of Faith, and the Larger and Shorter Catechisms;
  - (b) be willing to commit himself to a minimum of two full years of service at Westminster PCA in Alamogordo, NM (starting with the date of his arrival on the field);
  - (c) be a self-starting, self-motivated individual who can carry out his responsibilities without day-to-day supervision;
  - (d) exhibit a mature walk with Christ;
  - (e) develop an "above reproach" relationship with youths and families;
  - (f) be a person who enjoys challenges;
  - (g) have a strong desire (not just a willingness) to work with younger families and their children;
  - (h) be able to articulate the Christian faith, and the Gospel of salvation through repentance of sins and faith in Jesus Christ.
  
- (3) Other qualities we think would help our Assistant Pastor fulfill his responsibilities include:
  - (a) having the gift of hospitality;
  - (b) previous experience working with young families and their children;
  - (c) enjoys meeting new people, and being with people in general;
  - (d) being energetic, outgoing, and personable;
  - (e) strong interpersonal and organizational skills;

- (f) an awareness of how the culture influences young families, children and teenagers;
  - (g) some musical ability.
- (4) **We believe this is a crucial time in the life and future of our church.** Therefore, it is the desire of the Session that the Assistant Pastor devote a vast majority of his time to those activities that will best help him (and us) achieve the goal of revitalizing and rebuilding the young family, youth and children segment of our church family. Consequently:
- (a) for the first year we do not expect the Assistant Pastor to do general visitation, or hospital calling – except as it may relate to the young families, youth and children with whom he is working. Nor do we expect him to fill the pulpit on a regular basis, except when the Senior Pastor is absent.
  - (b) The Assistant Pastor will, however, be asked to assist the Senior Pastor in leading morning worship, and participating in our monthly communion services.
  - (c) After the first year, if we see our goal starting to be achieved, we will give the Assistant Pastor more regular opportunities to develop his preaching and visitation skills, as his schedule permits, so long as it does not interfere with his primary responsibilities as outlined above.

### **Some Things Applicants Should Know About Us**

- (1) Westminster is a small PCA church of about 90 members, and the only Reformed Church in a community of approximately 35,000. There are roughly another 4,000 people living at Holloman Air Force Base some fifteen miles away. (The next two nearest PCA churches are 70 miles away in the city of Las Cruces.)

Of those 90 members, sixty live in or near the Alamogordo area – three are shut-ins – seven are college students – and twenty live too far away to attend.

We also have about twenty-five non-members who attend on a regular or semi-regular basis.

In 2008 we averaged 79 for Morning Worship, 32 for Evening Worship, and 43 for Sunday

School. Attendance at our six small groups averaged 41.

- (2) We currently have seven resident families with children ranging from two or three years of age to teenagers. Ten would fall into the children category (i.e. from two to twelve) – one into the Junior High category – and two into the Senior High category. While we have offered various programs in the past, presently the only thing we offer these teens and children is Sunday School – however, only about half of dozen children attend with any regularity – and none of the Junior or Senior Highs.

We are clearly an older (and aging) congregation. The current pastor will be 62 in 2009 – thirty-five of the resident members who attend are also over sixty, with perhaps half in their seventies and eighties. At least a dozen of the non-members who attend regularly are also over sixty – and about 25 of our regular attendees (both members and non-members) fall between the ages of forty and sixty.

- (3) Several years ago we did some major renovations to our facility, inside and out, to make it more appealing to first-time visitors and prospective members. These renovations included a new, lighted parking lot, new bathrooms, a more open foyer, plus a new cry room and nursery. By God's grace, we were able to do all this without going into debt.
- (4) We currently offer a nursery for infants and children under four years of age during morning worship. However, it is only staffed by three or four volunteers on a rotating basis, and is seldom used. Occasionally a mother or two will sit with their child in the cry room, where they can continue to listen to the message. We also have a modest audio-video feed into the nursery.
- (5) We have resisted the temptation to offer more than the above, like a children's church during morning worship. We believe children (even babies) need to be in services so they can start learning how to worship our Savior as early as possible. This is something we have consciously encouraged in our weekly bulletin, and from the pulpit. We have also resisted doing more because we simply do not have the personnel to man a children's worship program – nor (and this is very important to us) do we want to have people (usually our women and young mothers) have to miss worshipping with the congregation.

We would not be opposed to doing some things with our children and youth on Sunday nights, during Evening Worship.

## **Proposed Salary Package**

- (1) We will offer an annual salary package comensurate with the Alamogordo economy, and the successful candidate's level of experience – to include a base salary, housing allowance and utilities, and other benefits.
- (2) Since no office space is available at the church, we will help the Assistant Pastor maintain an office in his home.

Moving expenses will be negotiated.

- (3) At about the eighteen month point from his arrival on the field, the Session and Assistant Pastor will sit down and evaluate the progress of this revitalization project.
  - (a) If both sides agree clear numerical and participatory progress is being made – i.e. that our current young families are getting more involved in the worship and life of the church, and that new young families are beginning to attend worship and become involved – then we will discuss an extension of the Assistant Pastor's contract, provided there's evidence the congregation can continue to sustain a second salaried pastor.
  - (b) If, however, both sides agree little or no numerical and participatory progress has been made, and that the revitalization project is not working, then the Session will release the Assistant Pastor from enough of his duties, so he can start looking for another call. We will continue to pay his salary at least through the end of the two-year commitment, if he has not found another call by then. If he has not found another call (or another job) by the end of the two-year commitment, we will look for ways to help him financially until a reasonable period of time has elapsed.

**Interested Candidates should send resumes and other pertinent information to:**

Rev. Rick Steele  
1530 Roosevelt  
Alamogordo, NM 88310

Office Phone – 575-434-1851  
e-mail address – [wpcpca@live.com](mailto:wpcpca@live.com)