



Transforming the Heart of the City...and Beyond



**FIRST
PRESBYTERIAN
CHURCH**

Church Profile



First Presbyterian Church, Greenville, is a warm, friendly, and active congregation of approximately 2,700 covenant partners. Worship is central to our common life and is both Reformed and Evangelical in nature. We currently have five ordained staff, with the congregation gathering for three worship services each Sunday morning: 8:30am (traditional), 10:45am Ignite (contemporary), and 11:00am (traditional).

We have a combined leadership of 33 elders and 23 deacons, and a staff of 65. Our ministry departments are: Administration, Executive, Children's, Student & Young Adult, Congregational Care, Communications, Discipleship, Finance, Stewardship & Development, Facilities, Fine Arts, Food, Missional Discipleship, Music & Worship, Information Technology (IT), and Audio/Video/Lighting (AVL). We are actively involved in the ECO Presbytery of South Carolina.

Discipleship, missional living, and Christian education are priorities, with many classes provided for children, youth, and adults throughout the week. Our Wednesday Advantage discipleship opportunities offer people of all ages additional educational and fellowship opportunities.

We have recently completed an extensive campus redevelopment, which provides us with a new children's area, worship and arts center, youth

floor, café, art gallery, gymnasium, bookstore, and gathering space. These state-of-the-art facilities will enable us to serve the Greenville community for many years to come.

Greenville is a popular city and one of the fastest growing in the nation, with major businesses that focus on healthcare, finance, retail, education, automotive industry, and entertainment. City officials anticipate half a million people moving to the Greenville area in the next decade.

As a church we are committed to: providing a secure spiritual home for all ages, being a congregation that is life-giving and life-affirming, developing opportunities for intergenerational engagement, intentionally equipping each other to live out our faith in Christ amidst the demands and distractions of daily life, and prayerfully depending on the grace of God to transform the spiritual heart of the city.

Church Focus

In our most recent Strategic Plan, we clarified our need to focus on the following imperatives:

VISION

Growing Faithful Christians to engage and impact the culture with the transforming power of Jesus Christ.

FOCUS

Equipping the body of Christ to engage in radical gospel-driven personal relationships

MISSION

To be a vibrant and growing community of faith that:

- Worships God in ways that are biblical, reformed, and culturally engaging
- Proclaims the gospel to the church, our community, and the world
- Cultivates spiritual growth, faithful discipleship, personal evangelism, and a clear biblical world view
- Prays diligently, fervently, and expectantly
- Loves others through service after the example of Christ
- Grows community that strengthens and affirms our oneness in Christ.

CORE VALUES

TO KNOW:

Experiencing God in deeper ways and pursuing His truth rooted in the Bible

TO FLOW:

Cultivating relationships that bridge all ages and social demographics

TO GROW:

Transforming lives through the good news of Jesus

TO SHOW:

Demonstrating God's love through action

Ministry Focus



WORSHIP

We provide opportunities for people to encounter the living God in all His beauty and glory through engaging life-transforming corporate and private worship.



CULTIVATE

We create a secure spiritual home for God's people where they can grow and be nourished, supported, and encouraged.



IMPACT

We equip our members to serve, engage, reach, and influence our community, nation, and the world with the life-transforming gospel of Jesus Christ.



FORTIFY

Equipping the body of Christ to engage in radical gospel-driven personal relationships

Key Theological Issues



First Presbyterian Church is a biblically based and evangelical congregation that is theologically and socially conservative. The church is unwavering in its commitment to biblical and confessional standards, while providing all-age worship that is reformed in practice, intentional in focus, and accessible in style.

We are committed to the ECO's Essential Tenets and believe that Scripture teaches that God is Triune in nature—comprising of Father, Son, and Holy Spirit. We believe that God is eternal, infinite, immeasurable, incomprehensible, omnipotent, self-sufficient, and sovereign, while being unchangeable in His being, wisdom, power, holiness, justice, goodness, and truth.

We believe that Jesus Christ was fully human and fully God and that He alone is the means of reconciliation with God (John 14:6). We believe in humanity's need for forgiveness from sin and in the spiritual regeneration through the effectual calling of God encountered in the gospel and provided by the atoning sacrifice

of Jesus Christ and the subsequent indwelling, transforming, and sanctifying presence of the Holy Spirit. We believe the Bible to be the revealed Word of God, without error in the original writing, and authoritative in all it seeks to affirm and teach.

We believe that Christians are called to live godly lives, pursue holiness, live with integrity, and be filled with authentic joy. We believe the Church is the communion of saints who are called into existence by God's grace to worship, nurture, and serve. We believe in personal evangelism in that each Christian is called to participate in the proclamation of the gospel of Jesus and that the Church should actively seek to make disciples.

REFERENCES

Rev. Mark Patterson, Ph.D.

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FIRST
PRESBYTERIAN
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Transforming the Heart of the City and Beyond

Purpose: Assist in the vision and mission of equipping the body of Christ through gospel-driven opportunities to create and cultivate a secure spiritual home for God's people where they can grow and be nourished, supported, and encouraged through the Congregational Care Ministries.

Accountability: This position is accountable to the Session through the Staff Committee, with the Executive Pastor serving as immediate supervisor. Job tasks will be executed under the authority of the Congregational Care Committee.

Organizational Structure: This position will serve as a member of the Senior Leadership Team and the Cultivate-Impact Team; leader of all the Congregational Care Ministries and the Prayer Ministry; and supervisor of the Congregational Care Director, the Associate Pastor of Prayer and Visitation, and the Congregational Care Administrative Assistant.

Profile: These are the qualities and virtues expected of **all** First Presbyterian Church staff members. Those called to serve as staff members are expected to have:

1. *A passion for the glory of God and a personal and growing commitment to Jesus Christ, recognizing a new birth into living hope through the resurrection of Jesus Christ from the dead.*
2. *A commitment to the transformation of lives through the gospel of Jesus Christ.*
3. *A sense of call to excellence, with a pastor's heart, in Christian ministry and service.*
4. *A commitment to First Presbyterian Church and the advancement of its mission and vision.*
5. *A commitment to adhere to the Essential Tenets of ECO and Reformed Faith.*
6. *A commitment to work within the framework of the church's polity and procedures.*
7. *A respect for the church's history and traditions, with the courage to embrace change.*
8. *A commitment to the components of the current Strategic Plan for the church.*
9. *A willing heart, teachable spirit, positive attitude, and a willingness to see the bigger issues of Kingdom work.*
10. *A team ministry commitment which places the good of the whole over individual goals, recognizes the brokenness of our sinfulness, exhibits grace, and works collaboratively with staff and members.*
11. *Integrity, humility, flexibility, and a sense of humor.*
12. *A professional approach and appearance.*

Needed Attributes:

1. A heart for expressing the love of God by setting an example through prayerful, Christ-like leadership, administration, development, and supervision.
2. Ability to exhibit the deep truths of faith through thought, word, and deed.
3. Ability to demonstrate a pastoral heart through patience, forgiveness, kindness, and sincerity.
4. Aptitude to work with multiple personality types to achieve consensus while accomplishing the vision and mission of First Presbyterian.
5. Ability to delegate objectives and work with others to reach goals.
6. Ability to coach and equip staff and lay leaders for ministry in a manner that accomplishes the goals of FPC's strategic plan.

Pastoral Duties and Responsibilities:

1. Serve and work in harmony with a team approach as a collegial member of the Ordained Staff, Senior Leadership Team, and Ministry Staff.
2. Maintain a professional attitude, appearance, and work schedule, and work with other First Presbyterian staff members in a team atmosphere.
3. Serve with other Associate Pastors in worship, preaching, and sacraments as directed by the Senior Pastor.
4. Serve with other Associate Pastors in teaching Sunday and Wednesday Evenings as requested.
5. Serve as the primary "Pastor of the Day" (POD) and coordinate with colleagues for hospital visitation and crisis needs.
6. Conduct weddings, funerals, and baptisms as needed, and provide the necessary pastoral care and counseling.
7. Attend Session, Congregational Care Committee, and other pertinent committee meetings regularly.
8. Serve as the staff resource and ex-officio member of the Diaconate and Congregational Care Committee.
9. Serve in the ECO Presbytery as needed or requested.
10. Work with the Communications Ministry in promoting, advertising, and writing articles for FPC publications and the FPC webpage, in collaboration with Congregational Care Director and Administrative Assistant.

Ministry Duties and Responsibilities:

1. Provide spiritual nurture, direction, motivation, and leadership to the congregation through the Congregational Care Ministry, the Prayer Ministry, and the Diaconate.
2. Provide oversight to the Congregational Care Ministry, and supervise the Director of Congregational Care, Pastoral Visitation Ministers, and Congregational Care Administrative Assistant in their respective duties.
3. Facilitate regular meetings for Congregational Care staff and lay leaders.
4. Interface with and provide resources for the Congregational Care Ministries.
5. Attend New Member classes as representative of Congregational Care.
6. Educate, recruit, equip, and deploy church member volunteers for Congregational Care Ministries.
7. Attend Sunday Life Groups on a rotating basis, focusing on those for Senior Adults.
8. Attend other congregational study times, e.g. Wednesday lunch study, as available.
9. Conduct an annual review of the church roll and schedule calls for individuals who meet the criteria for lack of attendance or involvement.
10. Supervise the management and maintenance of accurate records of congregants requiring pastoral care.
11. Provide quarterly weekend hospital visitation schedule, and manage volunteers in coordination with the Congregational Care Director.
12. Oversee maintenance of the Prayer List and Funeral Board administered by Congregational Care Director.
13. Collaborate with Associate Pastor of Visitation and Prayer to ensure effective and consistent visitation and administration of Communion for homebound members.
14. Maintain appropriate documents and ensure compliance with Congregational Care Ministry policies.
15. Assist in the preparation and oversight of proposed budget items relating to Congregational Care.
16. Provide leadership and support for the administration and distribution of financial assistance to members and non-members.
17. Provide leadership and support for the Congregational Care Director's collegial relationships with assistance agencies in the community, and make referrals as necessary.

18. Establish quarterly goals for Congregational Care ministries, and perform written annual performance reviews for all direct reports. Provide oversight for indirect reports.
19. Assist in the preparation and oversight of proposed budget items relating to Congregational Care.
20. Attend weekly meetings, including but not limited to: Pastors' meetings with Senior Pastor.
21. Attend monthly meetings, including but not limited to: Session, Diaconate, Full Staff, Senior Team, and Ministry Staff.
22. Attend staff retreats and special staff functions.
23. Attend continuing education courses focusing on Congregational Care.
24. Perform additional tasks assigned by Senior Pastor or Executive Pastor.

Every effort has been made to make this job description as complete as possible. However, it in no way states or implies that these are the only duties associated with this position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Skills and Minimum Qualifications:

1. Christian counseling proficiency.
2. Excellent organizational skills.
3. Ability to manage multiple projects.
4. Excellent interpersonal skills to develop and strengthen long-term relationships.
5. Effective oral and written communication skills.
6. Masters of Divinity or higher degree.
7. 5 years of experience or more

Performance and Evaluation: Performance reviews will be conducted by the Senior Pastor in conjunction with the Executive Pastor. Evaluation will be based on alignment of job performance with the current Strategic Plan, accomplishment of preset goals, aptitude, effectiveness in performing job responsibilities, and ability to work well within the staff structure.

Classification and Worktime

- Full time, Exempt
- Regular schedule: Sunday through Thursday, with additional days as necessary for operational support

Benefits:

- Salaried compensation, paid bi-weekly by direct deposit
- Salary Range: \$65,000 - \$85,000
- Benefits: Medical reimbursement, Dental, Vision, 403B Plan, 5 weeks PTO, 1 week Sick Time, 2 weeks Study Leave, Sabbatical Plan eligible
- Reimbursement of justifiable ministry expenses per pre-approved policy
- Cell phone plan per policy

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand I am expected to follow my job description as outlined above, and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor and follow the current policies, procedures, and protocols specified in the Personnel Policies and Procedures Handbook.

Associate Pastor for Congregational Care

Date

Senior Pastor or Executive Pastor

Date

Staff Committee Chair

Date

[To access the application click here.](#)