

EMPLOYERS

Harrisburg First Church of the Brethren(<http://www.hbgfirstcob.org>) and bcmPEACE (<http://www.bcm-pa.org>)

219 Hummel Street, Harrisburg, PA 17104

Attn: Search Committee

RESUMES DUE

March 30, 2018

DESCRIPTION OF POSITION(S)

This position entails two separate but related areas of responsibility: (1) associate pastor at the Harrisburg First Church of the Brethren (“COB”) who reports to the Senior Pastor (60%) and (2) Program Assistant for Brethren Community Ministries (bcmPEACE) which is an affiliate of the COB (40%) and who reports to the Executive Director of bcmPEACE.

The church will entertain applications for either part of the job.

This is a temporary position beginning in June 2018 until summer 2019. The person who currently holds this job will be doing missionary work for approximately one year.

The expected work week in total is approximately 40-50 hours. The associate pastor/program assistant shall maintain a schedule of office hours in cooperation with other staff.

Salary and benefits are negotiable, depending on education and experience. Each area of responsibilities is set forth below. Both positions are Fair Labor Standards Act exempt.

REQUIREMENTS FOR BOTH POSITIONS

A. EDUCATIONAL AND PROFESSIONAL REQUIREMENTS:

- Bachelor’s Degree or above preferred; or equivalent combination of education and experience.
- Preferred that the Associate Pastor be ordained by the COB or licensed and working toward the ordination requirement.
- Conversational Spanish is desirable.

B. PERSONAL REQUIREMENTS:

- Knowledge of program management and development procedures
- Ability to work with diversity and multi-disciplinary teams
- Developed verbal and written communication skills
- Detail-oriented and efficient
- Self-motivated and intuitive in taking initiative to solve problems, complete tasks and improve processes.
- Strong people skills with a friendly and patient attitude toward others, including positive telephone manners
- Basic proficiency in Microsoft Word and PowerPoint as well as Excel and Publisher
- Ability to manage multiple tasks and meet deadlines
- Ability to keep information confidential and respect privacy

PROFESSIONAL DUTIES

1. Associate Pastor of the COB

The associate pastor at the COB has the following duties and responsibilities:

- Youth and Young Adult Ministry Duties

Assume primary responsibility for the COB's youth and young adult ministry; the youth ministry is closely intertwined with bcmPeace programs for youth.

Involve church youth in District/denominational activities.

Coordinate a core group of adults to assist with and support youth activities

Provide updates on youth and young adult activities for church communications and the Ministries Coordinating Team.

- Pastoral duties

Assist with preaching responsibilities (COB has two Sunday morning services, traditional and contemporary) being primarily responsible for the contemporary worship

Provide pastoral care as necessary, including visitation of the homebound and hospitalized members

Manage room requests and church calendar

Serve on appropriate teams within the COB structure (such as Christian Education Team) as well as committees as called (such as the College Fund Committee).

Oversee the transportation ministry.

Coordinate Friday Worship, Bible Study and Wellness Hub activities.

Coordinate Vacation Bible School programming and volunteers.

Ensure proper background clearances have been obtained by volunteers within the church.

2. BCMPeace Program Assistant (see www.bcm-pa.org)

The bcmPEACE Program Assistant has the following duties and responsibilities:

- Coordinate bcmPEACE youth activities such as Agape-Satyagraha
- Support planning and coordination of bcmPEACE programs and its activities
- Interact with youth and young adults on a personal level as needed
- Oversee proper and appropriate use of technology for all operations (video conferencing, presentations etc.)
- Assist in managing program communications through social media, reports, providing copy and pictures for bcmPEACE program promotion
- Assist with keeping updated program records and creating reports and proposals
- Publicly support the decisions and ministry of bcmPEACE by representing and interpreting those decisions as needed, advising the staff on concerns as they arise and offering suggestions as decisions are being made

Harrisburg First Church of the Brethren Ministry Fact Sheet and Overview

- ❖ Harrisburg First Church of the Brethren (HFCOB), commonly referred to as “First Church” or “Harrisburg First”, was organized in 1896 with an originating mission of Christian discipleship and community service.
- ❖ The congregation has remained in the South Allison Hill neighborhood of Harrisburg, PA providing Christian Worship and service for over 121 years.
- ❖ The first full-time Community Minister was hired in 1967 and in 2000, the community ministry was established as a separate 501 c 3. Brethren Community Ministries or “bcmPEACE” continues to serve as the outreach arm of the church and is one of five congregational ministry teams. The two organizations are closely intertwined and work cooperatively to deliver faith based community service.
- ❖ Over the years, the congregation has created and set aside various ministry activities to remain relevant and meet felt needs of the community.
- ❖ The current ministry status is fluid and undergoing transition.
- ❖ The two service format allows for choice in worship styles while maintaining a cohesive community life through the Sunday Bible Study for all ages between services. The fifth Sunday Single Service Celebration schedule provides an opportunity for the congregation to worship together at the same time and is followed by a fellowship meal.
- ❖ “All Church” fellowship activities are sponsored periodically and newly developed “Fellowship Groups” are being established.
- ❖ The past few years have seen an increasing growth in ethnic and generational diversity which includes persons from the local community, a steady group of students from an area Christian College, families with children, and returning neighbors.
- ❖ The church building is in use six days per week, supporting ministry activities of HFCOB, bcmPEACE, and Brethren Housing Association (BHA). Facility use for fee by community members is available and the location serves as a polling place for municipal and national elections.
- ❖ The *combined average* worship statistics: worship – 118; Sunday Bible Study—65

- ❖ **Ministry activities and building maintenance are supported by an annual stewardship campaign and a detailed Ministry Investment Plan.**