

## Welcome to Providence Orthodox Presbyterian Church

**Providence Orthodox Presbyterian Church** is a small, close-knit congregation in Southfield, Michigan. Primarily a “commuting church”, most of our members live 20-45 minutes from our location. Separated by geography, we make the most of our time when we are together. People gather before service in the vestibule, and after service in the kitchen, to catch up with one another, share and laugh.

We are Reformed, yet that doesn’t mean we are reserved or cold. An intergenerational body of believers, we value each other and it is not unusual to see older members talking to teens, and singles talking with married couples. Visitors are immediately noticed and welcomed.

We take advantage of opportunities to meet outside of the Lord’s Day through our weekly Bible study, our monthly fellowship meal, both women’s and church-wide prayer meetings, or informally gathering in each other’s homes. Prayers and praises are emailed regularly so we can care for and rejoice with one another. Our church body is so much like a family that we even stay in touch with past members, whether they’ve moved out of state or to another congregation.

**Demographically**, we have a membership of about 60, plus 5 children. Our average weekly attendance is about 40 for worship services and about 20 for Christian Education. We have been blessed with both stability and unity, with many of our members having been here for 15 years or more. Though we have added a few new members for each of the past few years, we have experienced an overall decline in numbers in that time, due to people moving for employment opportunities and seeking to be closer to family. While this has precipitated a need for rebuilding and growth, we are blessed to be financially stable and to own our own building. We look for a pastor with the passion and ability to reach out to our community and help us to build relationships and grow our family.

**Our Theology** at POPC is God-centered and gospel-focused; giving praise, worship, and adoration to the Father, the Son, and the Holy Spirit. We believe that salvation is by grace, through faith in Jesus Christ alone. We are Reformed in our theology, holding to the orthodox and faithful understanding of the church fathers and the leaders of the Reformation. We believe that the scriptures are the authoritative Word of God, the only infallible rule for faith and practice. We affirm the historical creeds and adhere to the *Westminster Confession of Faith*, along with its Larger and Shorter catechisms.

**In our Worship**, we place great emphasis upon the ordinary means of grace, which communicate to us the benefits of redemption and are made effectual by the Holy Spirit to the elect for salvation. We follow an orderly liturgy that is structured, reverent, calm, and reflective of what scripture reveals to us about how we are to worship God. Our liturgy reflects the standards of the OPC’s *Book of Church Order* and includes hymns from the Trinity Hymnal, weekly communion, corporate confession, assurance of pardon, the recitation of the Nicene Creed and times of congregational response through prayer. We also focus on the Christian calendar during the

Easter and Christmas seasons.

**In terms of Preaching,** we have had the same pastor since our founding; therefore, our congregation has grown fond of the passion and wisdom he brought to the pulpit. Our new pastor must preach sound doctrine and teach the word of God faithfully, bringing the gospel message every Lord's Day. He should labor in the ministry of the Word, in season and out of season, preaching plainly, not in the enticing words of man's wisdom or submitting to the culture of the times, but in the demonstration of the Spirit, and of power; faithfully, making known the whole counsel of God. Preaching should be expositional in nature, with sound and relevant application, with fervent love to God and the souls of his people; sincerely aiming at His glory and their conversion, edification and salvation.

**Teaching** takes place during our Christian Education hour and weekly Bible study, where we grow in the knowledge of our Lord Jesus Christ and continue to honor him as a congregation. We believe that good, orthodox teaching is essential for our spiritual growth. We appreciate teaching vs lecture, leaving time for input from the body, conversation, and questions. At times our children are with us in the class, and our pastor will make sure to ask them about their opinions as well. We are looking for a pastor who can teach, instruct or correct in a manner that is humble, patient, and kind, without creating offense, belittling or embarrassment. We have enjoyed learning together about such topics as our identity in Christ, church history, the canon, the role of the church in modern America and covenant theology.

**Regarding Outreach,** we are seeking not only a preaching pastor, but a reaching one – a man who reaches out to care for, come alongside and encourage the body of Christ within the church, and one who can reach out to those outside the church as well. Our current outreach includes a prison ministry that leads services at the county jail twice a month, donations to local Christian charities, and we briefly hosted a Celebrate Recovery group. We are actively pursuing and praying for a door to open at a nearby college, and would welcome new ways to engage with our community and connect with other churches in the area. When we initially opened our doors, we made considerable efforts to connect with our local area, but those efforts were not rewarded. We desire to expand our outreach into the community in which we worship - and the communities in which we live - in order to build up the local church and further the cause of Christ.

**We are Seeking** a new pastor under whose leadership we can continue to grow in reverence for God and love for each other. We are grateful for the many years we have had with our retiring pastor, and for his devotion to this congregation and the Word of God. We are seeking a pastor with the same love and respect for the Word – one who can preach in a manner that is warm, scholarly and reverent, with a special attention to application. In the preaching and teaching of our pastor, we value scholarship over entertainment and relevancy without delving into politics or a social gospel. We have been blessed by our pastor's wise, humble, caring leadership, and have been blessed to know and grow with him, his wife, and his family for many years. We are now eager to know and love you as well.



## Providence OPC Job Description - Pastor

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### **Providence Mission / Vision**

Jesus Christ created the church to worship him along with God the Father and the Holy Spirit. That worship is offered by the church gathered together in sacred fellowship as well as in the church's witness to the world. Joined with Christ in faith and love he sends us out into the world to bear witness to him. Jesus instructed his disciples to go "and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all that I have commanded you. And behold, I am with you always, to the end of the age." Listening to the Word of God given to the church by his apostles and prophets we bear witness to Christ by proclaiming the gospel to all people, teaching the followers of Jesus Christ the Christian faith and life, caring for each other within the church, and giving comfort and hope to those who are outside the church.

**Job Title:** Pastor

**Job Summary:** Providence OPC is seeking a pastor to assume solo pastorate responsibilities in a small metro Detroit congregation. The current head pastor is seeking to retire as soon as practicable and is still actively serving the congregation.

The congregation is small but strong, demonstrating a deep love for one another, maturity and commitment to the reformed faith and a passion for solid preaching and teaching. Providence is at a transition point with the retirement of its current pastor, and the establishment of several reformed congregations in the metro Detroit area, giving potential members additional options besides Providence. This presents an opportunity to the successful candidate to lead and guide in helping Providence's growth in expressing its unique identity and outreach ministries.

### **Key Responsibilities:**

- Provide, along with the Session, spiritual leadership and pastoral care to the congregation, fostering a culture of faith, love, and service.
- Plan and lead worship services and studies, in collaboration with the Session, recognizing the value the congregation and the Session places on liturgy.
- Develop and deliver biblical sermons that proclaim Christ and is consistent with the reformed faith.
- Join the Session in overseeing the church's educational programs, ensuring they maintain consistency with the reformed faith, and the preaching and teaching of the congregation as a whole.
- Perform personally, and also lead the congregation in outreach and evangelism.

- Provide counseling and support to church members during times of crisis or need.
- Attend to administrative duties, including Diaconal, Session, Presbytery, and denominational work, as needed.

**Qualifications:**

- Master of Divinity from an accredited seminary, with a preference towards a seminary aligned towards reformed doctrine. Course work should include English Bible, ecclesiastical history, theology, and the original languages of the Scriptures.
- Candidate should be ordained, or ready to be ordained.
- Candidate should have a minimum of 1 years' experience in a pastoral role that includes regular preaching and teaching. Extensive internship experience will also be considered.
- Excellent verbal and written communication skills.
- Skilled at outreach and evangelism.
- Compassionate and approachable counseling skills.
- Ability to inspire and motivate others.
- Organizational and planning skills.

**Application Process:** Interested candidates should submit a cover letter, resume, and statement of faith to [Contact Information]. The selection process will include interviews and a review of preaching samples



Office of the Stated Clerk  
1700 North Brown Road, Suite 105, Lawrenceville, GA 30043  
Phone 678-825-1000 Email: [pastorsearch@pcanet.org](mailto:pastorsearch@pcanet.org)

**CHURCH PROFILE FORM**

Revised 8/2017

Check here if you would like to be added to our Ministry Opportunity List  
([www.pcaac.org/get-involved/pastoral-job-positions/](http://www.pcaac.org/get-involved/pastoral-job-positions/))

Note: Providence is an OPC congregation. Its search committee felt that the PCA's CPF form might be helpful for candidates considering application. The search committee has adopted it, since the OPC does not have an equivalent form.

**PART I -- BASIC DATA**

1. NAME OF CHURCH: Providence Orthodox Presbyterian Church

ADDRESS: 18451 W. 10 Mile Rd., Southfield, MI 48075

TELEPHONE: 248-547-9585

PRESBYTERY: OPC:

2. NAME OF PULPIT COMMITTEE CONTACT PERSON: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

3. TYPE OF COMMUNITY

- Inner City \_\_\_\_\_
- Urban (Downtown) \_\_\_\_\_
- Urban (Residential) \_\_\_\_\_
- Suburban x \_\_\_\_\_
- Small Town \_\_\_\_\_
- Rural \_\_\_\_\_
- College x \_\_\_\_\_
- Retirement \_\_\_\_\_
- Resort/Recreational \_\_\_\_\_
- Agriculture \_\_\_\_\_

4. TYPE OF CHURCH

- Church with Multiple Staff \_\_\_\_\_
- Church with Solo Pastor x \_\_\_\_\_
- Mission Church \_\_\_\_\_
- Non-PCA Church x \_\_\_\_\_
- Overseas Church \_\_\_\_\_

5. SIZE CHURCH

- Under 100 members x \_\_\_\_\_
- 101-250 members \_\_\_\_\_
- 251-500 members \_\_\_\_\_
- 501-800 members \_\_\_\_\_
- 801-1,000 members \_\_\_\_\_
- 1,001-1,600 members \_\_\_\_\_
- Over 1,600 members \_\_\_\_\_

6. TYPE OF POSITION VACANT

Pastor (Solo)   X    
 Senior Pastor \_\_\_\_\_  
 Associate Pastor \_\_\_\_\_  
 Assistant Pastor \_\_\_\_\_  
 Interim or Supply \_\_\_\_\_  
 Lay Professional \_\_\_\_\_  
 (e.g. Educator, Musician)  
 Pastoral Counselor \_\_\_\_\_

7. CONGREGATIONAL INFORMATION

Average Attendance   40    
 # of Adults over 65   10    
 # of Adults under 65   20    
 # of Teens     2    
 Number of Children     5  

8. FINANCIAL INFORMATION

Total Income  124000   
 Benevolent Disbursements   2500   
 Church Expenses  25000   
 Ministers Compensation Package  94000 

9. MANSE:

(a) Does the church have a manse? \_\_\_Yes   X  No (b) If "yes," is the pastor expected to live in the manse? \_\_\_Yes   X  No

10. SCHOOL:

Does the church own or operate a school? \_\_\_Yes   X  No

11. PROGRAMS AND OUTREACH

Weekly services and Christian Education	_____	Lawrence Tech. University (Pending)	_____
Weely Bible Study	_____	_____	_____
Women's prayer ministry	_____	_____	_____
Monthly prayer and fellowship meal	_____	_____	_____
Prison Ministry	_____	_____	_____

**PART II -- PASTOR CRITERIA DESIRED  
 (Check all that apply)**

A. YEARS OF MINISTRY EXPERIENCE REQUIRED (may include ordained or nonordained experience):

None needed   X   (Meaningful internship experience)  
 1-5   X    
 5-10 \_\_\_\_\_  
 10-20 \_\_\_\_\_  
 Over 20 \_\_\_\_\_  
 No preference \_\_\_\_\_

B. Marital Status:

Single \_\_\_\_\_  
 Married   X    
 No preference \_\_\_\_\_

### PART III -- CONGREGATIONAL PRIORITIES

THE CONGREGATION PLACES PRIORITIES FOR THIS MINISTER ON THE FOLLOWING:

Check no more than six (6) of the following twenty activities to indicate the highest priorities for this ministerial position.

#### CHECK NO MORE THAN SIX (6)

1.  WORSHIP LEADERSHIP: Pastor and Session work to develop a rich worship life, educating the congregation for meaningful participation.
2.  PROCLAMATION OF THE WORD: The word of God is preached with urgency and conviction, bringing it to bear on the changing needs of individuals, the community, and the world. High priority of pastor's time placed on sermon preparation.
3.  SPIRITUAL DEVELOPMENT OF MEMBERS: Pastor shares members' struggles regarding the Christian faith, with opportunity provided for individuals and groups to reflect on beliefs, concerns, doubts regarding Christian understanding of the spiritual dimensions of life.
4.  CONGREGATIONAL VISITATION: Church officers and pastor develop and carry out a systematic plan for visitation of the entire congregation with special attention to prospective members and those with special needs.
5.  HOSPITAL OR EMERGENCY VISITATION: Those in hospitals or emergency situations are regularly visited; network developed to keep pastor and others informed of crisis situations; needs of ill or bereaved are met.
6.  CONGREGATIONAL FELLOWSHIP: Emphasis placed in developing fellowship, helping members to know one another; groups encouraged which give members the opportunity to love and support one another. See also Congregational Visitation
7.  COUNSELING SERVICE: A counseling program initiated for assisting those in and outside the Church; appropriate referrals made when needed.
8.  EVANGELISM: Pastor and congregation share faith in Christ as personal Savior in total lifestyle; seek to lead others within and outside the Church to accept Jesus Christ; congregation is informed, trained, helped to establish effective evangelism programs for the church.
9.  DISCIPLESHIP TRAINING
10.  ENCOURAGING THE MINISTRY OF THE LAITY: Creative ideas and directions developed together with the Session; many persons with appropriate skills stimulated to become involved in services.
11.  MISSION BEYOND THE LOCAL COMMUNITY: Awareness of the Church's worldwide mission and opportunities for corporate and individual involvement; specific projects identified: persons challenged to support, study and/or visit mission programs on six continents.
12.  DEVELOPMENT AND SUPPORT OF EDUCATION AND TRAINING PROGRAM: Session and pastor identify the educational needs of persons of all ages and backgrounds, developing programs to meet needs; church education supported; educational goals are congruent with the total mission of the Church.
13.  TEACHING RESPONSIBILITY: Pastor accepts an active teaching role, interpreting and teaching the Scriptures, theological concepts, history of the Church and current events; provides instruction for Church Officers; educational leaders, and confirms new members.
14.  INVOLVEMENT IN LOCAL COMMUNITY PROBLEMS AND ACTIVITIES: Concern for identifying social problems in the community; work done with groups seeking solutions. Time and skills committed to community groups. Information and encouragement provided which enable members to become informed and involved.

15. \_\_\_ CONGREGATIONAL COMMUNICATION: Two-way communication encouraged, information gathered and shared that will assist problem solving and decision making; varying opinions elicited and all encouraged to listen to opposing points of view.
16. \_\_\_ ADMINISTRATIVE LEADERSHIP: Pastor accepts appropriate administrative responsibilities, in climate of delegated tasks and shared leadership; volunteers and professional staff encouraged to use their ideas and skills. Work done on developing accountability.
17. \_\_\_ STEWARDSHIP AND COMMITMENT PROGRAMS: Session and pastor develop a planned stewardship education program to communicate the financial needs of the local church and mission beyond the local church; congregation challenged to commitment to Church's work.
18. \_\_\_ EVALUATION OF PROGRAM AND STAFF: Systematic procedures used to evaluate programs and staff performance in accord with goals and objectives. Others trained to use these skills. Regular assessment and evaluation.
19. \_\_\_ CONGREGATIONAL AND DENOMINATIONAL RESPONSIBILITY: Value placed on balance between local church and Assembly responsibilities. Congregation and Session know and are involved in the work of the denomination.
20. \_\_\_ DIACONAL MINISTRIES: Ministering to the needs of those inside and outside of the Church.

**PART IV -- PASTORAL MINISTRY STRENGTHS OR EXPERIENCE DESIRED**

Please check **NO MORE THAN SIX (6)** primary pastoral ministry strengths or experience expected for this position.

- |   |  |  |  |  |
|---|--|--|--|--|
| <input checked="" type="checkbox"/> Preaching           | <input checked="" type="checkbox"/> Teaching | <input checked="" type="checkbox"/> Evangelism     | <input checked="" type="checkbox"/> Discipleship | <input checked="" type="checkbox"/> Worship Leadership |
| <input type="checkbox"/> Team Work                      | <input type="checkbox"/> Counseling          | <input type="checkbox"/> Youth Work                | <input type="checkbox"/> Leadership Training     | <input type="checkbox"/> Church Administration         |
| <input type="checkbox"/> Christian Education            | <input type="checkbox"/> Singles Ministry    | <input type="checkbox"/> Stewardship               | <input type="checkbox"/> Diaconal Ministry       | <input type="checkbox"/> Ministry to Seniors           |
| <input checked="" type="checkbox"/> Pastoral Visitation | <input type="checkbox"/> Community Service   | <input type="checkbox"/> College & Career Ministry |  |  |