

Associate Pastor, Intentional Faith Development – Sample 1

Job Title: Associate Pastor for Discipleship Formation

Primary Goals for the Position:

- To create a vision and develop a comprehensive strategy to assist all members of our church to grow as disciples of Jesus Christ.
- To invite each person who worships at our church (from first-time visitor to life-long member) to maximize the grace of God that justifies and sanctifies.
- To inspire and prepare each person at our church to see themselves as blessed by God's grace in order to be a blessing of God's grace for others.

Education:

- To meet with the small groups of our church (classes, homerooms, circles, Covenant Discipleship, etc.) to train and explore the means and methods of discipleship making and discipleship formation.
- To teach our church to speak for and about their faith in manners that engages others in discipleship formation.

Evangelism:

- To implement ministries to promote spiritual maturation at our church.
- To implement ministries to enhance the numerical growth of our church.
- To develop a congregation-wide atmosphere of invitation, welcome and assimilation.

Spiritual Formation and Development:

- To further develop the utilization of Disciples Bible Study; Christian Believer and Companions in Christ as well as other resources for spiritual formation.
- To provide spiritual guidance and support to the people of our church

Other Responsibilities:

- Work with other clergy as a pastor to the whole congregation.
- Assist in Word and Sacrament as assigned by the Senior Pastor.
- Assist in other areas when clergy support needed upon request, including weddings and funerals as scheduled.
- Perform other duties as assigned.

Associate Pastor, Intentional Faith Development – Sample 2

Job Title: Associate Pastor for Spiritual Formation and Congregational Life

Primary Goals for the Position:

- To create a vision and plan ministries for, to, by, and with children and their families.
- To develop and provide, in accordance with the vision, a Christian spiritual formation ministry for children and their families at our church, including mission, worship, Bible study, intergenerational activities, and oversight for the weekday Early Childhood Center (ECC).
- To provide spiritual guidance with practical application for teachers and parents who are responsible for the spiritual development of our children.
- To relate to children in ways that let them know that the church is a loving, friendly place for them and their families.
- To develop and continue ministries specifically for women, working as needed with the UMW and other ministry areas.
- To assist the development of a congregation-wide atmosphere of invitation, welcome and assimilation.
- To provide spiritual guidance and support to Congregational Care Committee.
- To promote mission outreach, social justice and racial reconciliation, working as needed with ministry teams at our church dedicated to same.
- Work with Director of Worship and Music to image and design alternative worship experiences.
- Develop new ministries as God bring discernment.

Other Responsibilities:

Staff Liaison: Early Childhood Center (ECC) Board.

Administrative:

- Supervise the Director of ECC. Conduct periodic feed-back meetings, evaluate work, provide support and direction, conduct annual performance evaluation and make salary recommendations to the ECC Board.
- Work with ECC Director to schedule childcare for all functions of the church.
- Communicate with the congregation, about children's, family and women's ministries on an ongoing and regular basis.
- Develop and maintain all administrative policies regarding ministries to children. Ensure integrated program offerings by meeting regularly with the program staff.
- Supervise Child Care Coordinator.
- Supervise other Staff as assigned by Senior Pastor.
- Provide leadership in the absence of the Senior Pastor
- Perform other duties as assigned.

Liturgical:

- Assist in design of weekly worship.
- Serve as the primary Liturgist.
- Preach the 8:30 and 11:00 worship services as assigned.
- Oversee the weekly intercessory prayer ministry
- Oversee the *Stations of the Cross* prayer service during Holy Week
- Assist in other areas when clergy support needed upon request, including weddings and funerals as scheduled.

Congregational Care and Visitation:

- Assist the Pastor of Senior Adult Ministry with hospital visits as needed.
- Consult with parents who are seeking baptism for their children.

Associate Pastor, Intentional Faith Development – Sample 3

Job Title: Associate Pastor

Status: Full Time

Immediate Supervisor: Pastor

Scope of Position: Responsible for Christian leadership development, pastoral care, and worship leadership.

Primary Responsibilities:

- **Christian Leadership Development**
 - Focus on keeping and educating members
 - Keep eye on big picture – over committees, overall congregation participation
 - Know People – perform needs/skills analysis
 - Follow up on Vision Planning
 - Developing congregation leadership skills for various areas of responsibility
 - Support to Committees in development of programs may include the following:
 - Support of Christian Education Programs may include
 - Provide guidance in selecting curriculum
 - Work with Adult Education Committee to develop Sunday School programs and other educational offerings for adults
 - Work with Senior Pastor in Confirmation programs
 - Support of Missions and Outreach Program may include
 - Provide vision and encouragement to Missions and Outreach Committee and Chair
 - Participate and help coordinate mission and outreach programs
 - Develop leadership for mission and outreach programs
- **Worship Leadership**
 - Assist in both services of worship on Sunday mornings as needed
 - Assist in special worship services as needed (i.e. Lenten, Healing, Thanksgiving, Nursing Home Devotionals, etc.)
 - Lead worship service at least once quarterly as scheduled with Senior Pastor
 - Provide leadership as senior pastor requests (i.e. Preaching, Serving Communion, Leading Prayers, etc.)
 - Work with Senior Pastor in development of third worship service
 - Work with Worship Committee as needed in service development
- **Staff Support**
 - Serve as staff liaison with Adult Education Committee, Methodist Madness, and the Technology Committee
- **Pastoral Care Assistant**
 - Visit in hospital and homes when persons are ill.
 - Visit shut-ins
 - Ministry to indigents and crisis care
 - Ministry and counseling to members of congregation as requested
 - Refer pastoral care needs to Senior Pastor as needed

Qualifications:

- A heart for ministry
- **Spiritual maturity**
- Good organizational and communication skills
- Good people skills (ability to work with people and communicate warmth and availability)
- A willingness to solicit ideas and implement as programs
- A self-starter and self-motivator
- Comfortable with public speaking
- Education – in process of completing or having completed a theology degree; or participating in course of study in theology
- Experience – Background in and knowledge of United Methodist doctrine; background in and participation in organized church environment

