

## Job Description

**TITLE:** Associate Pastor of Assimilation and Discipleship

**Position Summary:** The Associate Pastor cultivates the growth and connectedness of the church by overseeing assimilation and discipleship, so as to bring about flourishing in Greensboro and beyond through the beauty and power of the Gospel.

### **Qualifications:**

1. A love for Jesus, the Church and the Gospel
2. Agreement with the vision/mission and doctrinal views of Hope Chapel
3. Master of Divinity and ordained or seeking ordination in the ARP.
4. Commitment to servant leadership and working on a team
5. Strong leadership skills which are exercised by humbly leading their team
6. Good interpersonal and communication skills
7. Ability to recruit, organize, plan, communicate develop teams and delegate and empower others on mission
8. Growth mindset: always looking for new ideas and strategies to improve our ministry
9. Understanding and commitment to a winsome expression of Reformed theology
10. Ability to work with and maintain positive relationships with those inside and outside the church.
11. Personal integrity, able to keep confidences, patient with others, teachable and respectful of authority

**Responsibilities:** The duties of the associate pastor fall in the following areas:

1. Oversee Assimilation
  - Recruit, equip and provide oversight for the Greeting Team and Next Steps Team (these teams provide hospitality and offer connection points for visitors).
  - Develop and implement a followup system with all first-time visitors
  - Organize and oversee Newcomers Lunches (quarterly after-worship lunches for those new to the church).
  - Organize and oversee Hope Chapel's Membership Class
  - Oversee the joining process by setting up elder interviews, establishing a public join date and working with volunteers to host a new member reception
  - Help members integrate into the life of the church through community groups, Serving Greensboro, and any other ministry of the church

- Work with volunteer coordinators to maintain a database of all visitors, regular attenders, communicant and non-communicant members in Planning Center Online
- Provide a monthly report to the session with names of visitors and regular attenders
- Provide year end data on visitors, regular attenders, members, baptisms, transfers and deaths to the Lead Pastor for the ARP annual reports

## 2. Oversee Discipleship Ministries

### A. Community Group (CG) Ministry

- Champion and cast vision for CGs at HC
- Oversee and equip existing CG leaders by meeting periodically with individual leaders, facilitating CG Leaders Dinners and being a resource any needs the leaders might have.
- Develop a strategy for multiplying CGs
- Recruit and train new CG Leaders

### B. Children's and Youth Ministry

- Provide oversight to the children's ministry by supervising and equipping the Director of Children's Ministry, meeting with her weekly so that the children's ministry facilitates our children's growth in the Gospel and so that the Children's ministry works to carry out the vision of the church.
- Provide oversight to the Youth Ministry by supervising and equipping the Youth Program Staff, meeting with him weekly so that the youth ministry helps our youth grow in the Gospel and so that the youth ministry works to carry out the vision of the church.

### C. Men's and Women's Discipleship

- Provide oversight, support and equipping to men's and women's discipleship efforts so that our teaching is Biblically and doctrinally sound and helpful in deepening our congregation's knowledge and experience of Jesus Christ so that we might better fulfill the vision of the church.
- Provide leadership, creativity and equipping for occasional Wednesday evening Discipleship Training events by arranging for teachers and recruiting volunteers to help with logistics including dinner, room assignments, and other needs.
- Explore and develop creative ways to reach out to the local college students with the hope that one day Hope Chapel might serve as a host church for RUF.

3. Participate in Sunday worship services

- Lead liturgy as needed on a weekly basis
- Preach once a month as directed by the Lead Pastor

4. Participate on the Staff and Elder Team

- Attend monthly session meetings and serve as the vice moderator of the session
- Provide general pastoral care to the congregation as needed including hospital visits, births, and funerals
- Participate in all staff team meetings
- Meet weekly one on one with the Lead Pastor
- Maintain weekly office hours
- Complete credit card statements and all reports in the expected time frame
- Participate in all church wide events including Serving Greensboro
- Be an active member of Grace Presbytery
- FTE are expected to work 48 hours a week

**SUPERVISION:** Reports to the Lead Pastor

**REVIEW:** Job Description is to be reviewed annually by the Session