

## **Associate Pastor of Congregational Care and Discipleship Job Description**

### **Grace Community Covenant Church**

#### **SUMMARY OF POSITION**

As a member of the Pastoral Ministry Team, the Associate Pastor of Congregational Care and Discipleship (APCCD) is responsible for providing pastoral care, crisis ministry support, and discipleship to members of the congregation by overseeing Visitation, Assimilation/Connections, the Senior Ministry, and Small Groups at Grace Community Covenant Church (Grace).

#### **RESPONSIBLE TO**

The Associate Pastor of Congregational Care and Discipleship reports to the Lead Pastor.

#### **RESPONSIBILITIES**

##### **Connections/Assimilation**

###### **Objective**

- Accelerate the process for a newcomer to feel connected and find a “place” at Grace where they can flourish in their growth as a follower of Jesus.

###### **Duties and Oversight**

- To develop and implement a system for identifying, following up, finding a “place” for, tracking growth steps, and keeping records for newcomers (e.g., “Next Steps” class/program or similar).
- Interface with other staff/leaders, ministry teams and systems, e.g., Small Groups, ministry and missions, stewardship and properties, children and youth, hospitality, Bible studies, office, database, website, etc.
- Identify/develop/work with Connections Team leaders (e.g., hospitality, etc.).
- Help recruit Connections Team members.
- Facilitate or assist with membership class and process (i.e., “Next Steps”).
- Work with the Connections Team to ensure the Welcome Center is staffed and stocked with needed information for visitors.

##### **Visitation**

###### **Objective**

- Ensure that Pastoral Care and Crisis Ministry support is provided in a timely manner as needed or as appropriate.

###### **Duties and Oversight**

- Provides Pastoral Care and Crisis Ministry support for persons who have recently suffered loss, who are home-bound, living in a retirement facility, for home/hospital visitations, and in emergencies in conjunction with other staff members as needed or appropriate.
- Ensures all requests for pastoral care are responded to promptly.
- Provides ongoing prayer support, encouragement, and nurture.
- Brings/serves Communion as needed.
- Develops and maintains procedures to keep records of pastoral care activity to communicate with the Lead Pastor, those in leadership, the Crisis Prayer Chain, etc., as appropriate.
- Develop and work with a team of Care and Visitation Ministry partners/Pastoral Care Team.

## **Senior Ministry**

### **Objective**

- Help sustain a vibrant community of seniors who care for one another, attract and embrace the newcomer, and have a ministry inside and outside the church.

### **Duties and oversight**

- Support and work alongside the Senior Ministry Team for planning, evaluating, etc., in order to provide a flourishing ministry to seniors (60+) at Grace.
- Identify a leader for the Senior Ministry Team.
- Help foster a vision and ideas for caring for one another.
- Help strengthen the connection of our seniors with the larger congregation and ministries of the church (and vice versa).
- Participate in group activities as needed/appropriate.

## **Small Groups and Bible Studies**

### **Objective**

- Accelerate the process for people to get connected in a Small Group space where intentional spiritual growth in Christ can occur.

### **Duties and Oversight**

- Develop and implement a strategic Small Group ministry.
- Identify, develop, and equip Small Group and Bible study leaders to lead Small Groups and Bible studies.
- Support Small Group leaders with resources as needed and wanted.
- Develop strategic on-ramps and off-ramps to Small Groups for members and newcomers.

## **REQUIRED SKILLS**

- Growing personal commitment to Jesus Christ and the body of Christ at Grace Community Covenant Church.
- Relational and compassionate: Connects well with congregants on a personal basis to understand their needs, reaching out in times of need with comfort and prayer.
- Team player: Understands vision and assists in the area of pastoral care in such a way that best reflects the mission of the church. Establishes good lines of communication with pastoral staff and leadership.
- Self-motivator: Many of the tasks of the Associate Pastor of Congregational Care and Discipleship require an individual with a strong work ethic who can manage their time effectively and efficiently. Someone with above-average administrative skills.

### **Other Duties**

- Participates in periodic planning and budget meetings as appropriate.
- Participates in staff meetings as needed/appropriate.
- Willing to participate in worship services, including but not limited to preaching on occasion.
- To develop avenues of discipleship for the church.
- Other duties as assigned.

## **HOURS/COMPENSATION/BENEFITS**

Full-time: 40 hours/per week. Salary: \$65-70k (DOQ) plus benefits (medical/dental/retirement).

## **EVALUATIONS**

The Lead Pastor will provide an assessment of performance during the year.