

Vacancy Announcement
Pastor of Discipleship and Administration
Full-Time Position with Benefits

Life Covenant Church of Helena, MT is seeking a full-time Pastor of Discipleship and Administration. The person selected (Selectee) will be responsible for the discipleship ministries of the church and the administration of the facilities and some staff. The Selectee must possess strong organizational, teaching and relationship skills.

Duties include, but are not limited to, the following:

- Develop and coordinate LIFE groups.
- Coordinate efforts to assimilate new people into our congregation.
- Teach adult education classes.
- Preach periodically.
- Provide pastoral care and ministry as needed (visitation, pastoral counseling, funerals, weddings, baptisms, and communion).
- Oversee the maintenance of 20,000 square feet of facilities.
- Manage technology systems.
- Oversees administrative staff and assists with supervision of the ministry staff.

- The duties may occasionally require the use of a personal vehicle. The Selectee will also be required to have a personal cell phone.

- The Selectee must have the ability to work unsupervised and independently. In addition, the selectee must work well as a member of a team.

- A Masters of Divinity degree or Biblical Studies background are preferred. Experience in administration is preferred.

- This is a full time salaried position with benefits.

- Salary will be dependent on qualifications and experience.

- Applications will be accepted immediately and position will remain open until filled.

To apply, send a resume and letter of application to:

Life Covenant Church
Attention: Callie Batson
800 North Hoback St.
Helena, MT 59601

callie@lifecchelena.org

