



ASSISTANT PASTOR OF FAMILY DISCIPLESHIP

JOB DESCRIPTION

POSITION PROFILE

Purpose

- Lead ministries of RMPC that disciple the whole family, with an emphasis on life-on-life missional discipleship for youth and adults

Qualifications

- A vibrant personal relationship with Jesus Christ that includes a strong commitment to weekly corporate worship and daily personal worship
- Meet the qualifications for elder described in 1 Timothy 3:1-7 and Titus 1:5-9
- Endorses and promotes the mission and vision of RMPC
- Exhibit a Christ-like love for the members, regular attenders and visitors of RMPC
- Relates well with children and youth
- Skill in preaching and teaching, demonstrating an ability to apply the gospel in a way that connects with the everyday lives of adults, youth and children
- A commitment to developing lay leaders
- A good leader of ministry teams, especially teams composed of volunteers
- Demonstrates a passion for reaching the least and the lost through personal evangelism
- Excellent written and verbal communication skills; approachable and personable
- Consistent follow-through and results with communications and projects
- Collaborative team player who is humble and teachable
- Organized, self-motivated and able to take initiative
- Master's of Divinity and ordained, or seeking ordination, in the PCA or other NAPARC denomination

Reports To

- Lead Pastor

Direct Reports

- Director of Children's Discipleship
- Lay leaders including adult discipleship class teachers, journey group leaders, community group leaders, and youth leaders

AREAS OF RESPONSIBILITY

Adult Discipleship (20 Hours/Week)

- Participate with the lead pastor and the Session in developing vision and strategic planning for adult discipleship ministries
- Cast vision and implement strategic plan
- Lead the RMPC Journey Group Ministry
 - Personally lead a journey group
 - Implement the strategic plan for journey groups at RMPC
 - Work with the lead pastor to cast a vision for life-on-life missional discipleship
 - Lead monthly meetings for journey group leaders
 - Organize and lead or co-lead equipping seminars (Express Your Faith, Selection, Engaging the Heart, and other topical seminars)
 - Train others to lead equipping seminars in the future
 - Lead Discipleship Foundations (yearly course for training new journey group leaders)
- Lead the RMPC Adult Discipleship Class Ministry
 - Create an adult discipleship class schedule every year, creating a multi-year plan
 - Recruit elders and other qualified members to teach classes
 - Provide training and support for teachers as necessary
 - Work with the Director of Operations to advertise adult discipleship classes
 - Teach adult discipleship classes as required
- Lead the RMPC Community Group Ministry
 - Lead community group leaders in creating a new strategic plan that includes content for groups, a strategy for recruiting new group members, target locations for future groups, and leadership development (strategic plan to be approved by the Session)
 - Implement the strategic plan
 - Work with the lead pastor to cast a vision for community groups
 - Promote and advertise community groups within the congregation, including announcements, ministry spotlights, and utilization of the back bulletin board and information table
 - Work with community group leaders to recruit new group members
 - Train new community group leaders
 - Lead quarterly meetings with community group leaders
 - Lead a community group when necessary

- Lead the RMPC Assimilation Ministry
 - Prioritize meeting visitors on Sunday morning
 - Contact visitors who fill out a Connect Card within a week
 - Meet with visitors in-person as soon as possible after the initial contact
 - Coordinate and lead quarterly new visitor lunches
 - Work with community group and journey group leaders to recruit visitors and new attenders into their groups
 - Work with Director of Operations to connect new attenders with opportunities to serve at RMPC
 - Coordinate the new member class twice/year, and lead the class as necessary
 - Participate in new member interviews as needed
- Miscellaneous Discipleship
 - Engage in one-on-one or other small group discipleship as needed

Youth and Children's Discipleship (10 Hours/Week)

- Use the philosophy of youth and children's ministry to create and implement a strategic plan, with the assistance of the lead pastor and Session
- If needed, pursue a mentoring relationship with an ordained teaching elder who is experienced in youth ministry
- Lead the youth group for middle and high school students
- Recruit, train and lead a youth ministry leadership team, which will be composed of adults who will assist in leading the youth ministry and mentoring students
- Cultivate a heart for the lost among RMPC youth, and train them in evangelism
- Recruit an adult to teach RMPC's youth discipleship class and provide support and oversight.
- Select and purchase children's and youth discipleship class curriculum as needed
- Coordinate the yearly communicants' class; teach and help with interviews as necessary
- Organize and/or lead seminars for parents on family worship, catechism, and other aspects of parenting as needed
- Oversee the Director of Children's Discipleship

Sunday Morning Duties (5 Hours/Week)

- Provide oversight and support for the adult discipleship class, middle and high school discipleship classes, and Director of Children's Discipleship
- Teach adult discipleship classes as needed
- Prioritize greeting and talking with visitors
- Lead liturgy as scheduled
- Preach every four to eight weeks

Other Duties (5-10 Hours/Week)

- Focused prayer for RMPC families and ministries
- Attend staff meetings
- Attend Session meetings (without a vote)
- Attend Presbytery and General Assembly
- Participate in family counseling and church discipline as necessary, especially in cases that affect youth
- Help write policies and procedures for RMPC as necessary
- Maintain communications with staff, officers, lay leaders and the congregation
- Assist with recruitment of volunteers when needed

HOURS AND COMPENSATION**Hours**

- 40-45 hours/week, with longer hours during certain seasons (advent, holy week, etc.)

Compensation

- Commensurate with qualifications and experience