

Job Description/Duties and Responsibilities Overview

Position: **Associate Pastor- Discipleship**

Approval by SPR – 5/6/2024

Status:	Full time; 40 hours a week; Exempt
Hours:	Sunday through Thursday- Flexible (acknowledgement that ministry is often done outside of the 9-5)
Position reports to:	Senior Pastor/Executive Director
Benefits:	Competitive salary, health, vision, and dental, matching 403B investment, personal time off
Direct Reports:	None
To Apply:	Send a resume/cover letter to mtyler@fairview-church.org

It is expected that all employees will be professing Christians who support the vision of Fairview Church. It is also expected that each employee will fully recognize and uphold the right of all Church members to expect absolute confidentiality as this regards any information the employee may obtain concerning the interaction between the Church and any individual in their financial and personal lives.

Job description: The Associate Pastor is responsible for creating, managing, and executing all aspects of “Grow Groups”, Small Groups, Men’s and Women’s discipleship and encouraging Christian maturity and the spiritual development of young adults, families, and adults. Ensuring the teaching of Wesleyan Theology in accordance with the doctrinal beliefs of Fairview Church and the Global Methodist Church.

Focus: Discipleship, spiritual growth opportunities, theological content of groups/classes/studies offered.

Overview of Duties/Responsibilities: The specific duties of the Associate Pastor include but are not limited to the following:

PASTORAL:

- Preaching and teaching the Word of God as scheduled and coordinated with the Senior Pastor.
- Providing other pastoral services such as visitation, conducting funerals, and officiating weddings.
- Lead and/or participate in mission trips as needed.

DISCIPLESHIP:

- Ensure sound doctrine is maintained in teaching materials used by Grow Groups and Small Groups, in accordance with the core beliefs of Fairview Church.
- Develop methods to measure ministry effectiveness and assess the ongoing needs of the congregation for additional ministry opportunities.
- Meet with prospective group leaders to identify their gifts, passion, leadership potential and fit.
- Oversee all discipleship building activities for Grow Groups, Small Groups, and outreach opportunities with the assistance of designated ministry personnel.
- Enlist, equip, empower, encourage, and evaluate Grow Groups, Small Groups and the leaders of these groups.
- Conduct leader meetings/trainings as needed.
- Seek to build relationships and make personal connections in an attempt to facilitate discipleship opportunities that meet the needs of the church members.
- Coordinate room assignments and equipment needed for Grow Group, Small Groups.

ADMINISTRATIVE:

- Establish a growth plan for young adult and discipleship opportunities.
- Oversee budgets for discipleship with a commitment to biblical stewardship and responsible accounting.

- Participate in staff meetings, sermon planning meetings, and other meetings as required.
- Maintain good records of Grow Group and Small Group attendance in order to keep track of trends and effective strategies.
- Engage and support the broader ministries of Fairview Church.
- Handle complaints and issues as they arise and refer to Executive Director or Senior Pastor if appropriate.
- Be a responsible manager of time during the week. Maintaining consistent office hours and communicating with staff when away from the office.
- Perform other duties as assigned.

Knowledge/Skill:

- Ability to design and implement a comprehensive Christian discipleship program and integrated family ministry plan.
- Must be able to effectively communicate Fairview's vision through ministry in both written and verbal form.
- Ability to work collaboratively and communicate effectively with team members at all levels of the organization.
- Be a proven leader who brings spiritual depth and understanding of Scripture when preaching, teaching, and training.
- Be a motivated team-builder with a heart for others.
- Must be aligned with the beliefs, mission, vision, and leadership model at Fairview Church.
- Must understand and adhere to proper care of personal information and confidentiality.

Experience:

- Seminary education preferred, Master of Divinity degree or related field of study.
- Certified Candidate, if not already ordained.
- 2+ years of experience in a Discipleship Director position or comparable role.

Continuing Education Requirements:

- Commitment to ongoing personal spiritual growth.
- Job related training through online learning, conferences or retreats.
- Continuing progress toward ordination if not ordained.