

Associate Pastor for Discipleship Bellefield Presbyterian Church

Bellefield's Mission: *To be witnesses of Jesus in every area of life, developing committed disciples of Christ and caring for the Oakland community.*

Bellefield's Vision: *We are a congregation that LOVES others, SHARES the gospel, GROWS in relationship with Christ and others, and SERVES sacrificially.*

Position Purpose

To serve as the Associate Pastor, with the particular focus of helping plan, coordinate, and oversee the discipleship of adults (18+) in the Bellefield community. The goal is to embed Bellefield's mission, vision, and strategic ministry initiatives across all adult ministries, to develop and implement a consistent and coherent process for discipleship across the various populations within the 'adult' demographic (e.g. university/grad students; young adults; small groups; men's/women's ministry; Spiritual Growth classes), and create better integration and collaboration across these populations in order to generate congregational multiplication and community engagement. The Associate Pastor for Discipleship will report to the Lead Pastor and the Session, and will work with the Adult Discipleship Team, Bellefield staff, and other ministry leaders, and will supervise the University Staff and other Adult Discipleship volunteers. The Associate Pastor for Discipleship will help to identify, recruit, and train new leaders to facilitate adult discipleship. The Associate Pastor for Discipleship may also preach, teach, administer the sacraments, and officiate weddings/funerals as necessary. He or she will support the head pastor in carrying out the vision and ministry of the church and will help to build a spirit of unity among the staff and leadership.

The following outlines the job responsibilities in terms of position goals and timeline for the first year. These will be discussed and clarified during the first week in the position.

- One month
 - Work with Lead Pastor and Adult Discipleship Team to assess current congregational discipleship practices and engagement levels
 - Work with Lead Pastor and Adult Discipleship Team to begin to articulate an overall adult discipleship strategy that will help to fulfill Bellefield's Mission and Vision statements and ministry initiatives and engage greater numbers of congregants
 - Identify and build relationships with existing adult ministry leaders and volunteers
- Three months
 - Have documented plan and curriculum to guide adult ministry programs, including learning goals and objectives
 - Work with leaders of various adult ministries (CCO, Young Adult, Spiritual Growth, Small Groups, Men's/Women's Ministry) to adapt current approaches and/or innovate new approaches for their respective groups in order to pursue overall Bellefield discipleship strategy
 - Train existing leaders in various ministries on Bellefield discipleship strategy and ministry specific curricula
- Six months
 - Documented process and established timeline for identifying, recruiting, and training adult discipleship leaders on a regular basis
 - Recruit new class of participants for the Growing the Core leadership program
 - Develop, plan, and initiate the implementation of regular, ongoing activities that will foster the intergenerational relationships in the congregation, with a focus on building connections for university students (at least one event per semester)
- Twelve months
 - Bellefield discipleship strategies and models implemented across adult ministries
 - Regular discipleship leader recruiting/training underway according to documented process
 - All adult ministry programs adequately led by staff and/or volunteers in order to fulfill Bellefield discipleship strategy for each semester

- Adult members of congregation indicate high level of satisfaction with current program offerings
- Completion of first Growing the Core leadership cohort
- To have greater than 50% of Bellefield adult congregants involved in at least one component of Bellefield discipleship

Minimum Requirements:

- A commitment to Jesus Christ as Lord and Savior and corresponding profession of faith
- Demonstrates spiritual maturity and a desire to continue to grow in Christ
- Ordained or ordainable as a Teaching Elder in the EPC
- Lives a life consistent with one's Christian faith and in alignment with the beliefs of Bellefield Presbyterian Church
- Demonstrates a genuine love for and has a good rapport with people of various generations and demographics
- Is able to exercise initiative and sound judgment
- Is able to work well with others, particularly other Bellefield staff and volunteers
- Is an excellent communicator both in writing and orally

Additional Important Requirements

- Experience working on staff at a local congregation
- Ability to assess, design, and deliver educational content
- Knowledge of adult learning and development across lifespan (including phases of adulthood)
- Excellent planning and implementation skills
- Strong ability to recruit, motivate, and train volunteers
- Is involved in the life of the Presbytery of the Alleghenies and the EPC at large

Terms of Employment

The Associate Pastor for Discipleship will be called by the congregation, in consultation with the Associate Pastor Search Committee and Ministerial Committee of the Presbytery of the Alleghenies. Working hours will be full-time, with a schedule to be agreed upon by the Head of Staff and Personnel Committee. Attendance at necessary staff/team meetings will be required unless otherwise excused. Time required to attend these meetings is included in the weekly work hours.

The salary and applicable benefits will be proposed by the Ministry Support Team and approved by the congregation and Presbytery. Normal deductions for income tax, social security, etc. will be made. Payday will be on the last business day of each month.

Additional information can be found in the Bellefield Employee Handbook.

Accountability and Evaluation

The Lead Pastor will provide supervision and will conduct annual performance evaluations with input from the Personnel Committee, Adult Discipleship Team, and selected members of the congregation.

Job Performance

The Associate Pastor for Discipleship will be expected to be prompt in reporting for work and completing all responsibilities in a timely and dependable manner. He/she must be professional when dealing with staff, children and members. Annual goal setting and performance reviews will be conducted by the Lead Pastor and/or Personnel Committee.

The Associate Pastor for Discipleship will be expected to be present for worship except during scheduled vacation times.

Contact:

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