

TWIN FALLS REFORMED CHURCH

Job Description

Position: Associate Pastor of Community Life

Reports to: Lead Pastor

Updated: March 2021

Measurable Criteria:

- Agreement with TFRC vision and values and the theology and practice of the Reformed Church in America.
- Ordained in the RCA, or in the process of ordination with the RCA required.
- Some ministry experience in a growing church.
- Experience in building effective leadership teams.

Observable Qualifications:

- A personal walk evidenced by growth in modeling Jesus.
- Teachable, with a desire to grow in your faith and abilities.
- A self-starter – highly motivated.
- A passion for young families and small groups.
- Strong verbal and written communication skills.
- A good role model.
- Team player with effective relational skills (works well with others).

AREA OF RESPONSIBILITY: Young Families

1. Develop and Oversee ministry for Young Families
 - a. Oversee 'Midweek Re-charge' young family ministry.
 - b. Recruit and develop adult leaders for midweek ministry.
2. Develop and implement new ministries to integrate new, young families.
3. Conduct premarital counseling

AREA OF RESPONSIBILITY: Discipleship

1. Develops discipleship formation and training via The Journey discipleship process.
2. Facilitate The Journey leadership team
3. Lead a Journey group
4. Develop strategy for next steps of those who complete The Journey Process
5. Develop other Discipleship strategies as needed

AREA OF RESPONSIBILITY: Small Groups

1. 4x4s and Heart to Hearts
 - a. Facilitate 4x4 and Heart to Heart Ministry Team
 - b. Conducts 4x4 and Heart to Heart leader training sessions
 - c. Develop resources for 4x4s and Heart to Hearts
 - d. Champion the development of new 4x4s and Heart to Hearts

2. Life Stage Groups
 - a. Facilitate Small Group Ministry Team
 - b. Conduct Small Group Leader Training Sessions
 - c. Champion the development of new life stage small groups

AREA OF RESPONSIBILITY: General Pastoral Duties

1. Preach in rotation with Lead Pastor and Director of Youth Ministry
2. Be part of the preaching team to plan, execute and debrief sermons, series and overall worship experiences.
3. Be prepared to lead adult electives or Bible studies as needed.
4. Preside at weddings and funerals as requested
5. Hospital calling on a rotation basis

Other Duties as Assigned

1. Lead the monthly elders meetings.
2. Lead the Connections Class (new members)
3. Prepare annual budget and provide a monthly accounting of expenses for each program under areas of responsibility.
4. As part of the ministry leadership team, be prepared to assist with other duties as assigned.

I have reviewed my job description with the Lead Pastor and have had the opportunity to have my duties clarified to my satisfaction.

Associate Pastor

Date

Lead Pastor

Date