Title: Assistant Pastor of Discipleship and Shepherding

PURPOSE: The Assistant Pastor of Discipleship and Shepherding is responsible for creating a culture committed to growth in discipleship at every life-stage in the church, assisting with the shepherding care of the congregation, and executing a holistic discipleship ministry aimed at developing and deploying maturing disciples in a church committed to church planting.

REPORTS TO: Senior Pastor (SP)

WORKS WITH: Ministry leaders and laity

OVERSEES: Discipleship

DISCIPLESHIP (40%)
- Execute the vision for Sunday school and Small Group Ministry
- Plan, promote, and teach within the Christian education of the church, including Sunday school and Small Groups
- Recruit, train, and deploy Sunday school teachers for every life-stage
- Provide pastoral oversight for Small Groups
- Implement and oversee the Leadership Pipeline
- Develop, train, and deploy an assimilation team to connect newcomers and new members to Small Groups and Sunday School
- Develop and execute the strategy for WestminsterU
- Provide oversight for the monthly Children’s Missions emphasis
- Plan and develop a ministry strategy for children, youth, and families

MINISTRY OF THE WORD, SACRAMENTS, PRAYER, AND WORSHIP (35%)
- Study at a consistent depth for adequate teaching and preaching in the worship service
- Preach a minimum of 15-20 Sunday mornings per year, including a dedicated 4-6 week continuous series
- Preach and administer the Sacraments in the worship service

SHEPHERDING (20%)
- Arrange for the best possible care for the congregation through elders, deacons, and laity
- Provide shepherding oversight of our missionaries
- Conduct weddings, funerals, and counseling as requested
- Minister by phone, email, letters, and in person to the body

ADMINISTRATION (5%)
- Expand the ministry presence of Westminster through online platforms including but not limited to social media, church website, and the Westminster App
- Evaluate existing discipleship and shepherding mechanisms to maximize ministry effectiveness
- Attend monthly staff meetings
- Provide written reports to Session monthly and attend as necessary