



## PASTOR OF DISCIPLESHIP AND CONGREGATIONAL CARE JOB DESCRIPTION—2021

### Theological Basis:

Genesis 1:26-28 reveals a foundational characteristic we should exhibit from the community and unity of our triune God. Our God did all his work in community and he has made us in his image. We can never look at any part of the church, and say, "I have no need of you" (1Cor.12:21). We were designed to do life together, throughout the entire body of Christ, assisting and completing one another until there is no need.

We are responsible to . . .

**Love one another** (John 13:34, 35; 15:12, 17; Rom. 13:8; 1Cor. 16:20; 2Cor. 13:12; 1Thess. 3:12; 4:9; 1Pet. 1:22; 4:8; 5:14; 1John 3:11, 23; 4:7, 11, 12; 2John 5).

**Show the same care for one another** (1Cor.12:25).

**Be kind to one another** (Eph.4:32).

**Be hospitable to one another** (1Pet.4:9).

**Show tolerance for one another** (Eph.4:2; Col.3:13).

**Be submissive to one another** (Eph.5:21).

**Serve one another** (John 13:14; Gal.5:13; 1Pet.4:10).

**Fellowship with one another** (1John 1:7).

**Not complain against one another** (James 5:9).

**Not lie to one another** (Col.3:9).

**Be humble toward one another** (1Pet.5:5).

**Teach and admonish one another** (Rom.15:14; Col.3:16).

**Encourage one another** (1Thess. 4:18; 5:11; Heb.3:13; 10:24, 25).

**Stimulate one another** (Heb.10:24).

**Honor one another** (Rom.12:10; Gal.5:15,26; Eph.5:21; Phil.2:3).

**Speak and sing with and to one another—worship together** (Eph.5:19).

**Forgive one another** (Eph.4:32; Col.3:13).

**Confess our sins to one another** (James 5:16).

**Pray for one another** (James 5:16).

**Share one another's burdens** (Gal.6:2; Eph.4:2, 32; Col.3:13).

**Be at peace with one another** (Mark 9:50).

**Be members one of another** (Rom.12:5).

**Be devoted to one another** (Rom.12:10).

**Give preference to one another** (Rom.12:10).

**Be of the same mind with one another** (Rom.12:16; 1Cor.1:10).

**Accept one another** (Rom.15:7).

**Not judge one another** (Rom.14:13; James 4:11).

**Greet one another** (Rom.16:16).

**Wait for one another** (1Cor.11:33).

We need a shepherd who is passionate and hard-working "for the *equipping of the saints* for the work of service, to the building up of the body of Christ; until we all attain to the unity of the faith, and of the

knowledge of the Son of God, to a mature man, to the measure of the stature which belongs to the fullness of Christ" (Eph.4:11-13).

### **Competencies and Characteristics**

1. A man who seeks to love God with all his heart, mind, soul and strength and his neighbor as himself and demonstrates a calling from God to disciple others to do the same. He knows his example of love, integrity and outreach is an essential tool in the sanctification of the body of Christ. He understands and supports the mission of our church to love God and man wholeheartedly through exaltation, evangelism and edification.
2. He has an enduring commitment to being a faithful responsible member of New Covenant Church as one of her strong leaders, passionate worshipers, Sabbath keepers and saints-stimulators.
3. He has a reputation for moral integrity and the ability to control his tongue, letting no unwholesome word proceed out of his mouth, but only such words as build up the church staff and church members. He pursues the holiness of God while embracing the sinners and saints of God for their edification.
4. A shepherd of the wandering sheep of God, encouraging them in Christ-likeness, in humble reliance upon the grace of the Holy Spirit.
5. He provides public loyalty to other church leaders and seeks to be a strong team servant for the growth and expansion of God's kingdom among us.
6. A man of public and private prayer, devoted to God's word and his church. He is a generous giver, giving to the church out of the overflow of his gratefulness to Christ. The word of God richly dwells within him as his only infallible rule for faith and practice.
7. At least five years' experience in working with and developing small groups, discipleship ministry, deacon's ministry and service ministry teams, engagement of all church members and visitors into the community ministry of the church.
8. He is able to adopt the Westminster Confession of Faith together with the *Larger and Shorter Catechisms* as containing the system of doctrine taught in the Bible.
9. Successful completion of the Teacher/Leaders Evaluation Form available at [ncchurch.net](http://ncchurch.net), used for all teachers at New Covenant Church.
10. Ordained or able and willing to be ordained as a Teaching Elder in the Presbyterian Church of America.
11. He is able to provide overall Christ-like care for people, able to resolve unexpected matters, able to plan and follow through on multiple assignments with attention to details, and able to work with weekly deadlines.
12. A demonstrated commitment to the philosophy of ministry which promotes the exercise of the spiritual gifts from every member of the body of Christ. Ability to engage, equip and lead adult lay-ministers.
13. He has a positive, flexible, teachable spirit, a good sense of humor, is dependable, responsible, self-motivated and a creative self-starter.
14. He has a commitment to maintaining self-discipline in personal habits, along with exemplary management of financial affairs which brings no shame to Christ or his church.
15. Manages his home well and has exemplary opposite sex relationships in keeping with the biblical criteria for a church leader.
16. He has excellent verbal, written communication skills; ability to organize and administer information using computers and other technologies; and ability to develop them further as needed.
17. He is willing to commit multiple years, Lord willing, to this position.
18. Skill in preaching and teaching.
19. A conviction in God's specific calling to pastoral ministry with zeal to fulfill that calling with love for God and his people.

20. Passion to see and embrace the entire ministry of NCC, to promote it and grow it with all the strength God provides.

### **Responsibilities**

In general, the *Pastor of Discipleship and Congregational Care* is responsible for the Care of the church. The oversight area is so vast, it cannot be accomplished without equipping the body of Christ for ministry in discipleship, visitation, mercy ministries, counseling, and small group ministries. He is to report to the Senior Pastor while at the same time working with him and the Session as a fellow elder and equipping leader. This is a full-time position (40+ hours) of New Covenant Church in Anderson, SC. More specific responsibilities follow.

1. Oversee the deaconate services and mercy ministry teams in the crisis and general care of the New Covenant congregation and friends, especially when needs arise requiring hospital or home visitation, by personally providing these visits of pastoral care as necessary and/or through equipping others for this care-giving ministry, always keeping the church leadership informed regarding each case through consistent and timely status reports.
2. Oversee the Guest Services Women's Ministries Counselor and the Communications Coordinator.
3. Lead, manage, develop, and oversee small group discipleship ministries in the home and in other venues. Oversee Sunday morning adult Discipleship Classes, men's and senior's discipleship and fellowship ministries ensuring that all instructional leaders of said ministries have completed the New Covenant Leaders covenants and have all the care, prayers, and materials they need to do their ministries. As the overseer of these ministries, it is your responsibility to see that all of these ministries are properly promoted to the congregation via the monthly Connection and all pertinent online services.
4. Develop and train small group leadership to function as Lay Pastors using the gifts of their entire small group to care for the saints of God as well as to win and equip others for biblical ministries.
5. Establish monthly deacon meetings as their moderator, set the agenda with the chairman and then assist them with anything necessary to equip them to fulfill their responsibilities. Be the liaison to the elders with all deaconate matters and needs or vice versa.
6. Oversee and manage the ministry of assimilating guests and new members into small groups for their discipleship and shepherding.
7. Encourage and foster an atmosphere within the church where each member/minister is excited about and committed to small group ministries (whether that particular member is involved in small group ministries personally or not). Keep the church informed about the opportunities for spiritual growth and fruitful ministry through small groups, discipleship, and counseling.
8. Establish a structure that encourages and helps people move from one-on-one counseling situations into small group ministry.
9. Encourage every small group ministry to have an outreach focus reaching out to their own personal prospects as well as being involved in the assimilation, incorporation, and follow up that is needed with church guests.
10. Assist in giving overall leadership to the church by carrying out all of the responsible duties of a teaching elder working alongside the Senior Pastor and other church elders and staff.
11. Assist the Senior Pastor by being the primary pastor in charge of premarital counseling, all long-term counseling, funerals and weddings for our members.
12. Lead at least two or more equipping ministries per week (e.g., teaching classes, small group discipleship, preaching, etc.).

13. Maintain a current list of all small groups and discipleship ministries for promotional purposes, working to incorporate new guests and converts into these ministries.
14. Seek to maintain the principles of church discipline found in Matthew 18:15-20 and receive no accusations or unedifying remarks of any kind against our officers or staff except on the basis of two or three witnesses (1Tim.5:19), recognizing that disloyalty toward our pastors, officers and staff cannot be tolerated.
15. Be involved in personal evangelism and exhort and encourage all people in the church to do the same.
16. Be available before and after each church service along with the elders and deacons to greet members, guests, and to counsel those in need.
17. Pray regularly for all church officers, staff, and their families involved at New Covenant Church and seek to encourage them on a periodic basis.
18. Meet when necessary, with other elders and needed parties to resolve any conflicts among members of the body of Christ.
19. Keep before the elders as well as the flock of God among us a vision for all the members of God's church functioning as ministers, using their gifts for the building up of the whole body in love.
20. Assist the Senior Pastor in the planning and conducting of all officer and staff planning and prayer retreats.
21. Schedule and seek approval of all vacation days, sick days and personal days through the Senior Pastor.
22. Other duties as required.

### **Compensation**

Annual Salary and housing are commensurate with experience, education, and credentials (\$60,000.00 to \$75,000.00 range). Also included are health, life and disability insurance, retirement fund match, four weeks paid vacation, cell phone allowance, discipleship ministry allowance, an annual week of Continuing Education with financial allowance, and a Christmas gift/Bonus.

### **Process of Application**

If you believe the gifts and experience God has given you, are a good match for New Covenant Church, we invite you to begin the inquiry process. We will handle all candidate information and conversations confidentially. You may contact the Search Team at any stage of the process through Mrs. Krisy Mortenson ([Mortenson@ncchurch.net](mailto:Mortenson@ncchurch.net)).

**Please provide** via email a current resume or CV for review.

**In addition, please also send Krisy** your response to the following:

1. A brief biography and family photo. Included in your bio, describe when and how you came to know Jesus Christ as your Lord and Savior and the difference he makes in your life.
2. What about the Pastor of Discipleship and Congregational Care position at New Covenant Church most attracts you at this time in your life?
3. Our current pastor of Discipleship and Congregational Care who has been with us for over 20 years, is retiring in the year 2022. Using what you have learned about New Covenant Church and New Covenant School from our website ([www.ncchurch.net](http://www.ncchurch.net)), what challenges and opportunities do you see and what skills and experiences in your life lead you to believe that you will be effective and fruitful as our next Pastor of Discipleship and Congregational Care?

4. Describe past relationships you have had working with senior pastors and what aspirations you might have for the senior pastor position in the future.
5. Describe your philosophy of ministry for small groups and lay-shepherds in enriching and growing the local church.

In the subject line of **your email to Mrs. Krisy Mortenson** ([Mortenson@ncchurch.net](mailto:Mortenson@ncchurch.net)), write “Discipleship and Congregational Care Pastor.” Krisy will distribute what you send (Microsoft Word formats for written documents are preferable) to the Search Team upon receipt of your materials. They will respond to you as soon as possible. Thank you again for your interest in the ministry of New Covenant Church and your willingness to explore a calling with us.