

Job Description for Assistant Pastor of Discipleship & Operations

Christ Community Church

Job Title: Assistant Pastor of Discipleship & Operations

Compensation: \$ salary TBD, depending on years of experience, ordination, and education, 3 weeks' vacation, 1 study week, professional expense account

Supervisor: Senior Pastor

Job Description: This position encompasses two domains.

1. Discipleship

And he said to them, "Follow me, and I will make you fishers of men." Matt 4:19

You then, my child, be strengthened by the grace that is in Christ Jesus, and what you have heard from me in the presence of many witnesses entrust to faithful men who will be able to teach others also. II Timothy 2:1-2

- a. As a disciple-making disciple, passionately pursue growth in your relationship with Jesus, disciple your family to follow Jesus as growing and multiplying disciples: disciple a group of men at CCC grow in their relationship to Christ and reproduce themselves in the lives of others; and pursue relationships with those who do not yet know Jesus, seeking to love and lead them to become disciple-making disciples.
- b. Communicate vision and implement discipleship plan for all of CCC. Oversee and wisely steward Discipleship budget.
- c. Evaluate curriculum, books, Bible studies, and other materials for use in the discipleship plan.
- d. Provide leadership for Men's and Women's ministry. Meet monthly with Men's and Women's ministry leaders. Train leaders for serving on leadership teams. Ensure leaders are fulfilling duties and growing in all arenas. Oversee and wisely steward Men's and Women's ministry budgets.
- e. Provide organization, implementation, and reproduction of Engage groups. Develop and improve Engage strategies for growth and success. Equip Engage leaders with training materials, administration, and other resources for maintenance and expansion of Engage ministry.
- f. Develop vision and plan for Engage groups to be involved with local missions, foreign missionaries, and foreign mission trips. Organize and lead trips for ministry leaders. Assist in implementing lessons learned from foreign trips in each Engage group.
- g. Plan & oversee churchwide events. Provide leadership and oversight of Fellowship committee. Oversee and wisely steward budget line for Hospitality and Fellowship/Events.
- h. Lead an Engage Group, as needed
- i. Teach classes, as needed
- j. Preach, with frequency to be jointly determined with Senior Pastor

2. Operations

- a. Oversee
 - Marketing for the church, including indoor and outdoor banners, social media ads, print material, Christmas decorations, etc.
 - Business Manager and all church financial systems, including coordinating with the joint elder/deacon Finance Team for the annual budget process.

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- Human resources, including personnel files, workplace compliance, benefits administration, staff review process, vacation coordination.
 - Technology, including IT network and phone system.
 - Communication, including calendaring, mass communication, data collection and development, website, publications, overall quality control.
- b. Manage Capital improvements
- Write, submit, and champion capital improvement proposals. Oversee these projects to completion and implementation.
 - Oversee and wisely steward budget lines for Marketing and Capital Improvement.
- c. Coordinate, as the primary staff contact, with
- Diaconate's building and grounds maintenance and improvements.
 - Diaconate's safety and security efforts.
- d. Participate in Session meetings
- e. Participate in Deaconate meetings
- f. Participate in Presbytery meetings

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