

## Redeemer Montclair



### Assistant Pastor of Discipleship

#### **Position Summary:**

Advance a disciple-making culture by growing and overseeing Discipleship ministries and Adult Education. Assist the Senior Pastor in leading and managing the staff and providing congregational care. Engage in broad pastoral ministry, including teaching, preaching, counseling, and worship leading.

**Accountability:** Senior Pastor and Redeemer Montclair Session

#### **Major Duties and Responsibilities:**

##### *Adult Ministry Development*

Develop and lead adult discipleship pathways that result in spiritual and leadership formation through the following ministries:

##### Life on Life Missional Discipleship

- Lead overall Life on Life Discipleship ministry
- Train new Journey Group leaders and facilitate the ongoing equipping and support of leaders
- Lead a Journey Group

##### Christian Education Classes

- Lead and oversee church-wide equipping opportunities for spiritual formation and Christian living (e.g. Understanding the Faith, Theology, Marriage and Parenting seminars, Missions/Evangelism training)
- Facilitate teaching plan and administrate adult classes
- Train and support other adult teachers

##### Community Groups

- Discern needs and oversee development of Community Groups with Student and Family Pastor
- Mentor and oversee Student and Family Pastor in providing leadership for Community Groups and leaders.

##### *Missional Ministries*

- Develop and support ministry leaders for the Compassion, Missions and Outreach Teams. Ensure missional living strategic goals are carried out
- Explore opportunities for congregational service, financial support, and evangelism
- Provide leadership and operational support for planning and implementing missional initiatives

##### *Leadership Development*

- Serve as an advisory member of the Diaconate helping to coordinate ministry with staff and other ministries and facilitating team effectiveness
- Advise Diaconate ministry in caring for the congregation and maintaining the facilities
- With Senior Pastor, identify and recruit lay leaders for the Session, Diaconate, ministry teams, Community Groups and Journey Groups

- Train Community Group, Journey Group and Ministry Leaders
- Provide support and care for leaders

#### *Preaching & Worship Leadership*

- Preach as scheduled by the Senior Pastor
- Serve regularly as a worship/liturgy leader

#### *Congregational Care & Prayer*

- Provide shepherding to assigned flock members
- Provide pastoral care, counseling, or mentoring as needs arise or as requested by the Senior Pastor.
- Working in conjunction with the Session, mentor and empower diaconate members to provide for the needs of the congregation as they are identified
- Oversee prayer ministry leader
- Oversee meals ministry leader

#### *Operations & Facilities*

- Support the Operations Manager as needed for Sunday Morning ministries
- With Operations Manager and Diaconate:
  - Oversee facilities usage and ministry needs
  - Ensure proper maintenance and safety of the property and buildings
  - Report to Session on facility improvement projects

#### *PCA Responsibilities*

- Actively participate in Presbytery
- Regularly attend General Assembly

#### **Character & Conduct Qualifications:**

- Leads a disciplined life of daily fellowship with God and Bible study.
- Evidences biblical character in personal life, family relationships and ministry.
- Desires to grow both spiritually and professionally.
- Has a genuine heart for shepherding the body.
- Passionately shares faith with unbelievers.
- Remains free from addictions.
- Holds Biblical convictions in accord with the standards of the Presbyterian Church in America.
- Is a seminary graduate with at least 3-5 years pastoral experience.

**Employment Classification:** Salaried, Exempt

#### **Work Schedule:**

- Hours: Tuesday - Friday office hours 9-5, Sunday Worship service, Additional meetings and evenings as scheduled, to add up to a total of 40 hours/week.
- Vacation: Three weeks paid vacation per year; four weeks after the third year.
- Holidays: 10 per Employee Manual.