



Associate Pastor for Discipleship Job Description

Purpose of FPC

Forestgate Presbyterian Church (FPC) exists to glorify God and make disciples of Christ in northern El Paso County:

- By Exalting our Lord in joyful Biblical worship
- By Encouraging each other to love and good deeds
- By Equipping each other for service
- By Engaging the culture around us

Position Summary

The Associate Pastor for Discipleship (APD) is to help the Senior Pastor (SP) and the Session of FPC in shepherding the flock toward accomplishing the church's stated purpose, with particular responsibilities to oversee Discipleship, Church Growth, Christian Education, Fellowship, and Family/Individual Care.

The APD will work closely with the SP and the Session in leading, evaluating, managing, and refining these areas along with other activities as directed by the SP. In addition, he will work alongside the rest of the staff to complete designated day-to-day activities of the church while participating in long-range planning and program development.

Qualifications

This position is an Associate Pastor Position requiring three to five (3-5) years ordained experience in a Reformed denomination. However, candidates without the necessary experience may be considered for an Assistant Pastor role.

Qualifications for this position include but are not limited to alignment with FPC's visions and goals as well as experience in the following:

- Leading staff and other meetings
- Preaching and teaching
- Initiating new ministries
- Leading and forming small groups
- Counseling and discipling

Expectations

The APD must be a passionate Christ-centered leader who is a student of God's word and a humble servant leader, as well as friendly and gentle towards those both inside and outside the church. He should be compassionate towards the weak and burdened, an attentive listener to all, and a good mentor with a genuine shepherd's heart. His personal actions and relationships must reflect godly character based on Biblical standards, including being trustworthy, approachable, and personable.

In the APD's principal areas of responsibility, he is to work with and alongside existing Ministry Teams, and when deemed necessary, to develop new ministries or programs that engage, encourage, and equip FPC for its work of ministry (Eph 4:12) and its growth in conformity to the image of the Son (Rom 8:29).

FPC affirms the priesthood of all believers and our need of one another in the body of Christ. Each member of the body has unique gifts and contributions as well as unique personalities. As a leader in the church, the APD must be able to work well with others and be able to unite those with different gifts to accomplish common goals. He must also be able to encourage those who are immature and teach those who are inexperienced so that the whole body might be built up in grace and love. He must also be able to humbly deal with the ignorant and wayward.

The call to “grow together in Christ,” also defines the heart of the APD’s job to inspire unity, encourage fellowship, and nurture spiritual maturity in the flock at FPC. In all things, the APD must demonstrate personal righteousness, faith, hope, and love for Christ and others.

Additionally, it is expected the APD will support the following FPC practices:

- Planting new churches based on church growth and supporting those plants.
- Serving monthly Communion with grape juice only at this time (The use of a mixed try is being assessed).
- Providing collection box in the sanctuary vs. passing an offering plate on Sundays.
- Using the version of the Apostles Creed in worship that omits the “descended into hell” phrase and uses the word “universal” in place of “catholic”.
- Requiring Ruling Elders to take a sabbatical after six years of consecutive service.
- Supporting the conviction that ordained offices of Elder and Deacon are exclusively for qualified men according to Scripture.
- Leading of Worship Services done by Elders and other approved lay leaders.
- Including Worship Music of old and new songs with old and new tunes, featuring a small worship team of rotating congregational volunteers organized by our part-time Music Director.
- Supporting that primary worship leaders will be male. Women are encouraged to use their gifts in ministry, including teaching women and children, and a mixed-gender adult group if a male co-teacher is present.

Duties

The primary duties of the APD include, but are not limited to: discipleship ministries, community groups, Christian education, visitor and new member assimilation, and visitation of those in need. While these will take up the bulk of his weekly schedule, the APD should also devote regular time to prayer and growing in the knowledge and wisdom of the Lord. He is also expected to set aside time to step back from routine daily tasks in order to view the overall ministry of the church and subsequently provide suggestions for the staff and the Session to improve and/or expand ministries to meet the evolving needs of the church. He is encouraged to find individuals in the church as fellow-workers in the gospel.

Discipleship Ministries

The APD will work alongside the various Ministry Teams that are focused on discipleship in the church including: Men’s Ministry, Women’s Ministry, Community Groups, and Christian Education. While these teams work through their own volunteers, he will be a crucial part of helping the teams know what the goals of FPC are in these areas and how critical their roles are in fulfilling them. He will work in conjunction with the Director of Youth and Families, to ensure that similar philosophies of discipleship exist between the youth programs and adult programs.

Church

The APD will develop and implement a plan that takes people from being new visitors to FPC all the way through membership and full participation and involvement in church ministries, even to training for possible leadership positions at FPC to include the following:

- New Christian/New Member Connection and Integration
- Growth in Biblical Wisdom and Understanding, Maturity, and Devotion
- Training for Spiritual Leadership

The APD will regularly teach God's word addressing these areas in venues such as Sunday School, community groups, Bible studies, and special meetings.

Preaching & Teaching

Although the SP's highest priority is the regular weekly preaching of the Word of God, the APD is expected to preach at least six (6) times per year as coordinated by the SP. It is important that the APD have additional opportunities to develop and practice his own preaching skills. As pulpit supply, the APD may preach up to four (4) times per year, or once a quarter, to develop his skills and fill the needs of other churches within the Presbytery, as long as the APD is not needed for preaching at FPC. Filling pulpit supply opportunities will be approved by the SP, and the Session will be notified of such occurrences.

New Member Class Administration

The APD will conduct membership/orientation sessions twice a year (Spring and Fall) that cover a range of topics to assist visitors and potential new members in understanding FPC – what we believe and why we believe it. The APD is responsible for total coordination of all aspects of these sessions including but not limited to scheduling, recruiting teachers, and updating class content prior to the sessions. After the class sessions, the APD will coordinate and schedule new member interviews with the Session members, and he will schedule the congregational presentation of the new members after interviews are complete.

Hospital and Hospice Visitation

The APD will take the lead in making visits to members and regular attenders who are hospitalized, in extended rehabilitation care, or in hospice. If he is not available to make a visit, he will ensure that another pastor or ruling elder is notified so that they can make the visit. The APD should notify the SP of all needed visits in case SP thinks he should make the visit himself.

Management Oversight

The APD reports directly to the SP, is a member of the Session, and is expected to work alongside the SP by demonstrating servant leadership and by encouraging a spirit of respect, cooperation, and camaraderie. The Session, with input from other church leaders, develops the vision for the church and the necessary strategies to carry out that vision. The SP has primary responsibility for the overall management and leadership of the church on behalf of the Session by overseeing and guiding staff and ministry teams to accomplish the vision set for them.

General Responsibilities

In addition to the above, the APD is to regularly pray for the congregation, staff, and leaders of the church. Along with ruling elders, the APD is to lead worship and congregational prayer during church worship services on a regular basis. The APD shall assist in the Session's system of shepherding in which all teaching and ruling elders take proportionate responsibility for shepherding all member families or individual members of the church. Shepherding occurs not

just by visitation, but also through small group participation, classroom educational opportunities, and relational discipleship of members. The APD may also be called upon by the Session to assist the SP in providing leadership and training for other elders in how to effectively shepherd. Church administration is an important skill for the APD who will assist the SP with administrative duties as needed.

Due to Colorado's beautiful-yet-Gospel-needy culture, the APD must see himself as a missionary to the diverse subcultures within the state and church including military, Western-individualism, and others. This requires a willingness to learn, understand, and engage the unique needs of any group he encounters while serving at FPC.

The APD is hired by the Congregation, is a member of the Session, reports to the SP and the Session, and is ordained by and a member of Presbytery. He collaborates with the SP in implementing the vision of the Session and reviews proposals with the SP prior to presenting them to the Session.

The APD will attend all stated and called Session meetings as well as all scheduled congregational meetings. In addition, the APD will attend Session retreats to assess ministry effectiveness, review vision for the future, and establish annual objectives and priorities. He must be ready to support and encourage all ministries of the church through prayer, involvement, and advice.

When possible, the APD should attend Rocky Mountain Presbytery meetings, and in consultation with the SP, he may serve on Presbytery committees and commissions. With prior approval of and coordination with the Session and the SP, the APD may attend General Assembly. If attending General Assembly, the APD may participate on committees and commissions within those courts, time permitting and in consultation with the SP.

Accountability and Review

Since the APD's responsibilities are demanding, it is expected that he will give priority to maintaining his personal walk with Christ, spending quality time with his family, carving out time for a restful Sabbath day every week, seeking personal accountability, and utilizing all vacation days. The APD shall maintain regular accountability with the SP and collaborate with the SP in conducting quarterly and annual reviews of his ministry against this job description. Although the APD reports directly to the SP operationally, he is accountable for his own time. However, he must provide an accounting of tasks assigned to him and when delays occur, describe any impediments impacting the completion of his tasks. It is estimated that his duties will require forty (40) hours per week with up to an additional ten (10) hours for unforeseen activities.

Salary Range

\$96k to 104k plus benefits; negotiable based on experience.

Applicants

Please contact RE Daniel Klute, Search Committee Chairman: apsc@forestgate.org