



Christ Community Church Job Description

Job Title: Discipleship Pastor

FLSA Status: Full-Time, Exempt

Work Days/Hours: Minimum 40 hours per week

Weekend Responsibilities: Pastoral Staff's normal work week is Sunday through Saturday with a day off during the week. However, this position is expected to attend all church-wide activities and be available to the congregation as needed. Will serve in an on-call capacity as scheduled by the Executive Pastor.

Reports To: Executive Pastor

MINISTRY PURPOSE: The Discipleship Pastor will be responsible for leading, directing, shepherding, and equipping groups, with an emphasis on Life Groups, as well as providing leadership and oversight to Assimilation and Connections in order to fulfill CCC's mission to "Grow a Community Passionate for God and His purposes."

MINISTRY QUALIFICATIONS:

Character:

- A mature follower of Jesus Christ who demonstrates a passionate call to ministry.
- Demonstrate a lifestyle and family life that is consistent in word and practice with the teaching of Jesus Christ. Consistently meets and strives to maintain the leadership character qualifications as outlined in 1 Timothy 3 "...above reproach, sober minded, self-controlled, respectable, hospitable, able to teach...filled with gentleness."
- Understand and embrace CCC's Mission, Vision, and Purposes for ministry in accordance with the Evangelical Free Church of America (EFCA) Statement of Faith.
- Possess an inspirational and influential leadership style that champions the Gospel and the Great Commission with boldness, humility, and creativity.
- Advance CCC's culture of grace seeking unity in the essentials, charity in the nonessentials, and exalting Christ in all things.

Competency – Skills:

- Demonstrate and articulate a thorough working knowledge of the Bible with an

emphasis of communicating the Word of God with textual accuracy, clarity, and creativity.

- Display giftedness in key areas of shepherding and leadership utilizing one's spiritual gifts to understand the SHAPE profile, personality, strengths, and weaknesses of others (i.e.: SHAPE=Spiritual gifts, Hearth, Abilities, Personality, and Experience.)
- Demonstrate successful experience in recruiting, empowering, administering, and leading effective ministry teams.
- Self-starter who takes initiative in accomplishing tasks and building relationships in order to develop and empower ministry leaders.
- Life-long learner who continues to seek ways to increase and improve ministry effectiveness.
- Advance attractational and missional emphases for all ministries within the context of building positive, intentional relationships.
- Navigate professionally and compassionately between the mission of the church and the needs and concerns of individual members and attendees.

Chemistry – Relational Abilities:

- Appreciate the God-given personalities and spiritual giftedness of others exercising both a spirit of discernment and deference.
- Understand the unique discipleship and logistical needs of a growing church community.
- Exceptional degree of discernment, judgement, critical thinking, and problem solving as well as the ability to maintain the highest degree of confidentiality.
- Resolve relational and professional conflicts quickly extending and receiving forgiveness.
- Confidence in making difficult decisions while realizing that people are more important than programs.
- Willingness to take calculated and faithful risks for Kingdom advancement, learn from experience, and apply this information into action.

Job Responsibilities:

1. Servant Leader who Passionately Promotes and Sustains a Growing Community of Christ

followers:

- a. Support the Executive Pastor in implementing the vision and leading the direction of the church while shepherding and managing the staff under his supervision.
 - b. Supervise and provide leadership, oversight, and guidance to Life Groups, Assimilation, Connections, and Childcare to ensure that *Intentional Discipleship* is advanced in every ministry throughout the church by the equipping of its members and attendees.
 - c. Serve as the catalyst and primary supporter of “Group Life” in all ministry teams to ensure that CCC continues to become a church of groups where the 5 CCC Purposes are intentionally expressed and experienced.
 - d. Serve as the primary venue pastor for The Ridge as well as leveraging strategic teaching opportunities to advance the greater mission of CCC.
2. Champion Discipleship within CCC through Empowered Teams, Leaders, and Life Groups:
- a. Recruit, train, and lead the leaders of Life Groups as well as provide support for the same in Assimilation, Connections, and Childcare.
 - b. Shepherd and empower individual ministry leaders to build teams for each ministry, assisting, and guiding leaders in team leadership and team dynamics.
 - c. Develop a structure to provide a discipleship vision for leaders and encouragement for leaders to think in terms of growing the people in their group spiritually, including a comprehensive Life Group Strategy.
 - d. Responsible for the ongoing weekly tracking and regular follow-up of group attendance and coaching interactions with leaders.
 - e. Guide the creation, support viability, and evaluate progression of Life Groups through the Life Group Directional Team, including development.
 - f. Train and equip Life Group Leaders and Coaches in discipleship, the philosophy of Life Groups, and Life Group dynamics.
 - g. Collaborate with the Senior Pastor and Executive Pastor to ensure that Life Groups are promoted and celebrated regularly from the pulpit.
 - h. Ensure that the Word of God is presented accurately, creatively, and clearly in all Discipleship Ministries and venues.
 - i. Cast vision, expand, and improve the processes and programs for integrating people into community life and spiritual maturity.
 - j. Evaluate and recommend curriculum for discipleship ministries.
 - k. Coordinate effectively with weekend teams to connect Life Groups to sermon series, as well as provide weekly study materials.
 - l. Establish simple, clear onramps and processes for placement and assimilation of church body into Life Groups, including new believers and longtime Christ followers.
 - m. Navigate sensitive matters and more complex issues for leaders and volunteers by seeking counsel from the Executive Pastor.
3. Advance a Culture of “Equipping for Engagement” and Service through the oversight of Volunteer Recruitment and the Building of Volunteer Teams:
- a. In close coordination with the Connections and Women’s Director, recruit, train, and

- empower volunteers as a “leader of leaders” while intentionally building a spirit of community within teams.
- b. Build and lead assimilation experiences and events that promote and celebrate participation in Life Groups, servanthood on Ministry Teams, and *Empowered Leadership* within the church.
 - c. Create and direct (in coordination with the Connections and Women’s Director) an intentional system for volunteer recruitment and development.
 - d. Ensure volunteer leaders and volunteers (through the supervision of the Connections and Women’s Director) are resourced and scheduled for ministry events and programming.
 - e. Establish and adhere to an annual budget with visionary expectations and financial responsibility for the equipping, leadership development, training, support, and appreciation of volunteers and volunteer leaders.
4. Provide Oversight and Guidance for Connections, Welcome Teams, and Childcare:
- a. Provide leadership in the assimilation process by coordinating and leading the Purposed for God (P4G) team and class.
 - b. Supervise and support the Connections and Women’s Director in the leadership direction of the CCC assimilation processes and Welcome Teams to include greeters, ushers, Connection Center, and hospitality teams.
 - c. Supervise the establishment of an annual budget with visionary expectations for Assimilation, Welcome Teams, and hospitality initiatives.
 - d. Provide guidance and oversight to the Childcare Coordinator who is under the direct supervision of the Connections and Women’s Director.
 - e. Monitor budget expenditures to ensure budgetary integrity and validate the need for overtures, if necessary.
 - f. Ensure that a culture of intentional welcoming and the assimilation of new guests occurs every weekend—from the parking lot to the platform announcement.
5. Supervise the Administration of Discipleship Ministries:
- a. Supervise and support the administration of Discipleship Ministries.
 - b. Establish annual budget with visionary expectations and financial responsibility.
 - c. Perform due diligence to ensure cost effective purchases of curriculum, equipment, supplies, and materials.
 - d. Monitor budget expenditures to ensure budgetary integrity and validate the need for overtures, if necessary.
 - e. Ensure the accuracy and updating of the data base, rosters, and all communications related to Discipleship Ministries.
6. Perform other related duties as assigned by the Executive Pastor to include assisting, advising, and counseling individuals and groups for weddings, funerals, memorial services, celebrations of life, and other ministries.

MINIMUM QUALIFICATIONS:

Education/Experience: Master of Arts in Theology or Divinity or Bachelor's Degree with 5 years of experience in ministry or directly related field. Licensed by the EFCA or willingness to obtain licensure by the EFCA in a reasonable time frame.

Skills: Ability to effectively supervise others and understand, motivate, and support staff, volunteers, and volunteer leaders. Exceptional leadership, managerial, and organizational skills with the ability to multi-task and meet strict deadlines. Expert level written, verbal, and interpersonal communication. Ability to maintain the highest degree of discernment, professionalism, and confidentiality at all times.

Physical Requirements: Periods of time spent sitting, standing, walking, kneeling, bending and stooping. Mobility to move from one office area to another within the Church campus and to off-Campus locations. Light lifting up to 15 lbs. and light carrying up to 15 lbs. Ability to reach above shoulders, to extend arms and reach. Ability to climb a ladder. Manual dexterity sufficient to type, operate general office equipment and to file. Specific visual acuities include close vision, distance vision, color vision, depth perception and the ability to adjust focus.

08-26-19 AWS/kd