



Discipleship Pastor *Job Description*

Individual: FLSA Classification: Exempt
Accountable to: Johnathan Sublet, Lead Pastor Supervises:

Work schedule:

Flexible (1 day off Mon-Fri), must be available for ministry work outside of 8 AM – 5 AM, Mon. – Fri.

Fellowship Bible Church Mission:

Fellowship Bible Church exists to help people find and follow Jesus Christ.

Position Mission:

Provide spiritual leadership and growth to the adult population at Fellowship Hi-Crest by serving multiple ministry areas (Starting Point, Rooted, adult small groups, leadership training, workshops, men's and women's ministry, workshops, weddings and counseling, and worship services). Develop strong relationships to encourage others to live a life for Christ through gathered worship times and discipleship strategies for the congregation.

Contribute to the team spirit of the staff through fellowship, encouragement, cooperation, prayer support, and other appropriate ways.

Vision: See transformed lives pleasing God through a daily walk with God.

Essential Functions:

Core

- Work collaboratively with Fellowship Hi-Crest staff and Main Campus staff to build and maintain a strong team environment to accomplish the tasks necessary to serve and support the ministries and events of Fellowship Hi-Crest.
- Develop goals and objectives for areas of responsibility with insightfulness and creativity.
- Evaluate ministry needs and develop programs to meet the growing needs of Fellowship Hi-Crest.
- Teach the congregation and/or small groups as necessary.
- Participate actively and strategically in the visioning process for future growth and development of ministries and Fellowship Hi-Crest.
- Work collaboratively with the Campus Lead Pastor to develop and implement ministry functions on Sunday mornings and Wednesday evenings.
- Oversee planning and development of worship services and ministries for Sunday mornings and Wednesday evenings.
- Attend staff meetings on Tuesday mornings at the Main Campus.
- Be available to help lead special events as they come up on the Fellowship Hi-Crest calendar

Administration

- Monitor progress and completion of projects assigned within ministry areas, faithfulness and undistracting excellence is the goal.
- Monitor program budgets. Report excess and shortages to supervisor.
- Provide supervisor with timely reports on ministries, budgets, projects, missions, and other areas as requested.
- Assist with pastoral care activities as requested by the Lead Campus Pastor. May include: assisting others with worship services, preaching at appointed times, participating in marriage services and funerals, assisting with hospital calls and other visit needs, and counseling, as requested.
- Commit to personal growth.
- Set example for others to follow. It is essential for church leadership to be a role model and consistently walk with the Spirit. This may be expressed by: transparency in a personal relationship with Christ, intense prayer life, continual dependence on grace, servant-heart for others, strong team work ethic, flexibility, teachability, authentic love for non-believers to know Christ, balanced relational life with family and others, and a balanced financial condition.
- Communicate regularly with supervisors and volunteers.
- Organize paperwork and document details appropriately.
- Communicate necessary details to key people assisting with the services (Pastors, Tech Team, Administrative Assistants, Facilities Manager, and others as needed).

Ministry Areas:

- Discipleship Ministry: Small groups formed after Rooted.
 - Train and equip volunteer small group leaders to successfully lead small groups in a setting of 8-12.
 - Assist with curriculum for small groups.
 - Lead Rooted Implementation.
- Leadership Development:
 - Formal program to encourage and support the volunteer leaders at Fellowship Hi-Crest with leadership development skills and program instruction.
 - Recruit or seek creative ways to engage and inspire volunteer leaders for each area of ministry.
- Men's Ministry: Events developed specifically for men to connect with Christ, grow and multiply.
 - Oversee curriculum.
 - Provide guidance on events and activities.
 - Support the leadership team.
- Women's Ministry:
 - Serve as budget controller for events and activities.
 - Offer wisdom and insight on curriculum and programs.

- Pastoral Ministry: Many of the duties of the Campus Lead Pastor are too significant to handle individually. Presently this position has Pastoral responsibility for the following:
 - Visitations (hospital & home care)
 - Provide care and leadership for the worship ministry.
 - Pastoral care as needed by Hi-Crest Lead Pastor.
- Additional assignments as directed by church leadership.

Performance Measurements:

- **Starting Point attendees join and continue in a small group for a qualified period of time.**
- **Men's and Women's ministries are refreshing and meet the needs of participants. Events are regular, well organized and timely.**
- **Equipping studies and workshops deliver timely topics, have strong leaders and meet the needs of participants.**
- **Small group & Rooted leaders are recruited, trained and retained to ensure small group studies are on-going, focused, caring for group members, serving the community and living an authentic life.**
- **Weddings are coordinated and run smoothly according to FBC policies.**
- **Relationships are built that encourage staff, volunteers and congregation members.**
- **Volunteer and staff teams consistently deliver high quality programs.**

Qualifications, Skills, and Abilities:

- A thriving personal faith and commitment to Jesus Christ.
- Must move to the Hi-Crest Community.
- Elder Qualified.
- History in communicating the Word of God through teaching.
- A commitment to the local church expressed through involvement.
- Effective communicator (Verbal, written, and body language).
- Ability to learn quickly and to prioritize and manage work to accomplish tasks effectively and efficiently.
- Ability to prioritize and manage your work and the work of others to effectively and efficiently accomplish tasks with excellence.
- A working knowledge of Christian Community Development principles.
- A knowledge and understanding of a healthy ministry staff and environment.
- An adequate level of administrative skills using systems to solve problems, frustrations, bottlenecks, and limitations in a growing ministry environment.
- Bible training.
- Familiarity with Planning Center Online a plus.
- Computer software skills preferred (Word/Pages, Google Docs/Sheets, Excel, etc.).

Physical Demands:

- Communicate effectively with all levels of individuals, varying backgrounds and environments.
- Lift and move items up to 50 lbs.
- Sit or stand for long periods of time.
- Focus intently on creating curriculum, connecting with individuals, and listening well.
- Read documents and work for extended periods of time on the computer.

Work Environment:

FBC desires to encourage and support staff in an authentic and joyful ministry together. We desire each staff person to be fulfilled and thriving in his or her relationship with God, spouse (if married), and family (if children). FBC is experiencing exponential growth, which means exponential change. We are here to facilitate a ministry with people and resources so each thrives to a cohesive and effective ministry. We provide a salary package that takes the emphasis away from meeting material needs and frees time to serve the Lord, family and others with passion, focus, excellence and creativity. We encourage growth that will challenge, encourage and refresh staff personally, as well as the respective ministries of oversight.

This job description does not state or imply that these are the only activities to be performed by the staff member holding this position. Staff is required to follow other job-related instructions and to perform other job-related responsibilities as requested by their supervisor.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on FBC. An individual seeking an accommodation should contact the Lead Pastor.

Wages are determined by the scope of the position and the experience of the incumbent. Information on wages and available benefits (such as vacation, paid sick leave, holiday pay, health insurance, etc.) attributed to this position will be discussed separately.

Job descriptions are not intended to and do not create employment contracts. FBC maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

Employee Signature

Date

Employee Print Name



Discipleship Pastor
Job Description

Supervisor Signature & Title

Date

Supervisor Print Name