

**First and Calvary Presbyterian Church**  
**Assistant Pastor for Discipleship Job Description**

**POSITION TITLE:** Assistant Pastor for Discipleship

**REPORTS TO:** Senior Pastor (Head of Staff)

**DEPARTMENT:** Pastoral

**STATUS:** Full Time, Salaried Exempt

**POSITION OVERVIEW:**

The Assistant Pastor for Discipleship will be the primary staff person to resource and lead the fellowship, and discipleship activities of the church, and participate in the missions activities of the church, providing leadership and support to the related church committees. The Assistant Pastor for Discipleship will be the primary staff resource for the Christian Education Department and supervise the Youth and Children's Ministries and their staff. The Assistant Pastor will serve on the Pastoral Care and Worship team and participate in worship as requested by the Senior Pastor.

**JOB RESPONSIBILITIES:**

**Christian Education and Discipleship**

- Work with the Adult Education Committee in providing the vision and leadership for the yearly programming for both Sunday and weekday educational opportunities, facilitating and implementing a unified plan of discipleship for the entire congregation
- Provide leadership and direction for the teachers in training and choosing curriculum
- Serve as a resource for church members in the areas of Bible study, spiritual development, and personal discipleship

- Lead the women's ministries, including but not limited to the annual Women's Retreat.
- Supervise the Youth and Children's Ministries and their staff, meeting weekly with their Directors
- Teach courses to support discipleship strategy
- Pursue member development by participating in the new member's class, visitor follow up, and new member assimilation

### **Missions**

- Work with the Missions Committee in providing outreach, service, and mission opportunities for the congregation
- As part of the Missions Committee, coordinate mission opportunities with local and international agencies
- Coordinate with the Youth Director to develop age-appropriate opportunities for outreach, service, and mission for our youth
- Give attention to organizing mission trips for youth and adults

### **Pastoral Care**

- Serve on the Pastoral Care team with hospital and home visitations in the staff rotation
- Resource the Deacons' Home and Hospital Visitation program by supporting the strategic system of Deacon care that complements and enhances the caring ministries
- Provide pastoral counseling when requested

### **Worship**

- Participate in worship as liturgist or preaching as requested by the Senior Pastor
- Participate in weddings, funerals, and special services as requested by the Senior Pastor

## **Fellowship**

- Provide support to the Congregational Life Committee from the Christian Education Department in regard to fellowship events such as the Table, Church Picnic, Fall Festival, Advent and Christmas, and other churchwide events
- Shepherd the fellowship of the church to enhance church unity by enabling those who attend church to develop a sense of relationship with one another and Christ

## **Coordination and Support**

- As a staff Supervisor, the Assistant Pastor for Discipleship will meet weekly with two groups, the Supervisors, and then the entire church staff, in order to support staff unity, collaboration, and communication to advance the mission of First and Calvary: “To make disciples of Jesus Christ.”

Website: [www.firstandcalvary.org](http://www.firstandcalvary.org)

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