

Associate Pastor of Discipleship

Albright Church exists to connect people to the best life possible by helping them to begin the adventure of a relationship with Jesus Christ, belong to an authentic community of faith, and become fully committed followers of Christ.

POSITION PROFILE:

Position Title:	Associate Pastor of Discipleship
Duration:	Permanent Full-Time
Location:	Albright Church, 3400 DeVries Ave., East St. Paul, Manitoba
Start Date:	April 2017
Salary/Benefits:	Compensation will be based on experience and education as per Albright's salary structure, which includes full benefits package
Vacation:	As per Albright's HR Policy - Salaried Staff
Report to:	Lead Pastor
Primary Responsibility:	Spiritual Formation, Congregational Life & Care, Life Stage Ministries

OVERVIEW:

The person God will call to this position will have a strong passion to help people take the next step on their spiritual journey. They will have a God-given desire to model and to lead others toward living the full life that God has for them and to become active disciples of Christ. They will be a gifted people-person and a motivated team player and team builder, who will use their gifts to train, equip and release others to use their gifting. They will facilitate leaders of ministry teams to get on mission and stay on mission, helping them to communicate the purpose of their ministry clearly, to see beyond programs to people, to set steps that help people move forward and to work as part of God's one big team, the Church.

SPECIFIC RESPONSIBILITIES:

Spiritual Formation

To lead the congregation towards spiritual life transformation from beginning the adventure of a relationship with Jesus Christ to belonging to an authentic community of faith and to becoming devoted followers of Christ.

- Oversee, protect and assist leaders to apply our People Path Discipleship Strategy.
- Develop, teach and release others to lead courses and classes that will help people to learn and grow in their understanding and application of God's Word.
- Direct, develop and promote Small Groups as a key way to help people grow within community and fulfil God's purposes for their lives.
- Maintain communication with Small Group Leaders and hold Leadership Development Sessions twice per year for the purposes of Vision Focus, Praise & Prayer and Practical Tools.
- Use existing means and develop new ways to help people connect at key periods in their lives for specific mentoring/discipling.
- Train and encourage ministry leaders to explore opportunities, recruit and train people to serve within their God given gifting. Coordinate a Serving Opportunities Fair at least once per year.
- Guide the process of exploration and application for baptism and church membership. This will include teaching the membership classes.

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- Develop and encourage the Prayer Life of Albright Church working with existing Prayer Ministry Leaders.

Congregational Life & Care

To pastorally direct the congregational life and care needs providing pastoral care within the framework of whole church caring.

- Provide a pastoral presence within the congregation and neighbourhood. This will include pastoral care and counsel, the responsibility of which is shared within the pastoral team.
- Coordinate and communicate with People Care Team Leaders responsible for caring for and connecting people. Recruit and train to maintain adequate team numbers.
- Discern people care needs and communicate the appropriate response for pastoral care, prayer ministry, small group care, ministry leadership care, Eldership care or directed member care.
- Pastoral visitation for care, connecting and relationship building should be carried out within the context of whole church body ministry.
- Direct and oversee wedding journeys from pre-marriage preparation, ceremony and after care and connection within the context of Albright's Marriage Policy. This may be shared with other Pastors and pre-marriage prep teachers and facilitators.
- Provide pastoral care along with the church body to those who face bereavement. Plan, coordinate and conduct funeral/memorial services.
- Direct and develop the Life Resources Ministry. Encourage and resource Life Resource Ministry Leaders.
- Oversee the Samaritan Fund in conjunction with the Church Administrator. This fund exists to help those in critical need and is administered with pastoral sensitivity and confidentiality.

Life Stage Ministries

To pastorally oversee Life Stage Ministry Directors and Leaders for the purposes of accountability, encouragement, resourcing, prayer support, whole church unity and alignment to our mission, purposes, vision and values.

- Meet at least bi-weekly with the Children's Ministry Director and the Youth Ministry Director.
- Maintain communication with the leaders of the Women's Ministry, Men's Ministry and 50&Beyond, helping them to stay on mission. Review the ministry with the leader at least bi-annually.
- Recruit where and when required for the voluntary leadership of existing Life Stage Ministries.
- Using Albright's New Ministry Policy follow the process of exploration and application for new ministries in cooperation with the Church Management Team.
- Develop and run an Annual Leadership Event for the purposes of (1) Celebration, Reflection and Thanks, (2) Re-Focus on Mission and Vision and (3) Practical Leadership Help.

Other Responsibilities

- Serve on the Church Management Team (Lead Pastor, Associate Pastors and Church Administrator).
- Serve as part of the Sunday Morning Teaching/Preaching Team.
- Attend and participate in staff meetings, retreats and leadership development events.

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- Related ministry responsibilities as occasionally assigned by the Lead Pastor.

TEAM SUPPORT:

At Albright we value and practice teamwork because we believe God calls us to work together for His kingdom and glory.

- We work hard at developing good team relationships, communication and at staying on mission together.
- We believe that no ministry or leader should be isolated, rather that we see ourselves as part of a team within teams. Our Governance Flow Chart helps to show the team connections, accountability and support lines.
- Each staff member participates with other staff and leaders in creating a positive team work environment, including communicating clearly to office staff all required information so plans can be coordinated.
- Albright office staff is available to support the pastoral staff and ministry directors in the fulfilment of their responsibilities.
- The Associate Pastor of Discipleship will attend all church staff meetings and will meet with the Lead Pastor, at least bi-weekly, for accountability, support, encouragement and collaboration.
- To be a healthy team member you are encouraged to maintain spiritual disciplines that will assist your personal spiritual formation. The discipline of self-care will include times of spiritual, physical, emotional and mental refreshment and replenishment. This will mean taking a regular weekday off, the option of a retreat day every 6 to 8 weeks, balancing ministry work and family life, having a hobby and maintaining regular assessment of responsibilities that may be released to others as a means of service.

QUALIFICATIONS:

- A clear testimony of an encounter with Jesus which has led to saving faith in your daily living.
- A person of prayer, faith, vision and integrity who maintains a close relationship with God.
- Evidence of the fruit of the Holy Spirit and a desire to live for God's glory.
- A clear calling to Christian ministry and service within the local church and community
- Fulfil leadership qualifications set out in 1 Timothy 3:1-7 and 2 Timothy 2:22-25.
- A willingness to come under leadership and to lead with humility.
- Have relationships of integrity with, and be respected by, those outside the church and within.
- Have independent confirmation of the spiritual gifts of leadership.
- Training and experience in pastoral counselling and care.
- A team player who builds and functions well within teams.
- A life-time learner and a good listener.
- Pastoral passion and experience in making disciples who make disciples from personal to church-wide implementation.
- Experience in planting, developing, leading and recruiting for small groups.
- Teaching and preaching gift.
- Life-giving enthusiasm that energizes those around you.
- Ability to communicate clearly (both verbal& written).
- Adaptive capacity and comfortable with change.
- Ability to multi-task while maintaining orderliness.
- Strong and clear public communication/presentation skills.
- Computer skills/experience with Microsoft office.

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STANDARDS:

- Maintain personal spiritual devotional life, disciplines and witness.
- Qualify for membership in Albright Church.
- Able to give full support to and uphold the *Statement of Faith, Vision and Values* as well as the *General Operating By-Laws* of Albright Church and the EMCC, and Albright's *Plan to Protect* Policy.
- Able to give full support to and live out the *Mission Statement* of Albright Church.
- Agree with and live out the *Leadership Code of Conduct* of Albright Church.
- Ensure that the "*Plan to Protect*" policy is followed within this ministry and necessary record keeping is done.
- Demonstrate servant leadership within an interdependent team.
- Have authentic and healthy relationships in their home and with those they work with.
- Handle relational conflict, which is inevitable, according to "*The Peace Maker*" model.
- Is committed to their own personal spiritual formation disciplines and professional training for ongoing growth and development in all aspects of life.
- Submit a current Criminal Record Check in accordance with Albright's Plan to Protect Policy.

EDUCATION & CREDENTIALS:

- Have an applicable bachelor's degree or equivalent ministry qualification from an accredited Bible College.
- Have a licence or ordination with the EMCC or another denomination with similar vision and values and be willing to pursue credentials with the EMCC.

EXPERIENCE:

- A minimum of 5 years experience serving in a multi-staff situation in supervising, coaching and developing both paid and volunteer staff.
- A minimum of 3 years experience at a senior level with responsibility for leading multiple church ministry areas.
- An understanding and appreciation for the unique dynamics of leading from an Associate position with loyalty to the Lead Pastor and leadership structures.
- Pastoral care sensitivity and understanding in caring for people facing various life struggles
- Development, teaching and recruitment to teach discipleship courses.
- A track record of working in teams, connecting with, supporting and developing volunteers.
- A background in strategizing for small groups' development within a church context.
- A track record of thinking and serving in a ministry with a focus on relationship building and next steps as the top priority rather than programs being the main thing.
- Ability to live a balanced life while maintaining a high personal work ethic and standards of excellence.