**Vineyard Christian Community**

**Pastor of Discipleship Ministries**

Ministry Description

**I.** **General Description**

* The Vineyard Christian Community is a non-denominational church. (not affiliated with Vineyard USA) Our mission is to LIVE interconnected as a family of Christ-followers that loves God, grows in faith, and is equipped to share His love with our world
* Our five key values are: Jesus is the center, we embrace the Word of God, we are created as worshipers, we pursue community, and we join God in His work of restoration.
* The Pastor of Discipleship Ministries is responsible for creating, managing, and executing several aspects of our church’s disciple-making ministries.
* This ministry description will have some flexibility in order to align with the candidates’ strengths and gifting.

**II. Qualifications**

* Must meet the qualifications of 1Timothy 3:1-7 & Titus 1:6-9
* Master’s degree or higher in Biblical Studies or ministry-related fields is preferred but not required.
* Must be in full agreement with our statement of faith and supportive of our distinctives.

[www.vineyardcc.net](http://www.vineyardcc.net)

* Experience - demonstrate a history of service to/in the church whether paid or unpaid

**III. ~~A~~ccountability & Leadership Relationships**

* Will report to the lead pastor and the board of elders
* Will meet at least weekly with the lead pastor for the purpose of mutual mentoring, discipleship, and fellowship
* Will serve on the board of elders as a co-leader in the church

**IV. Compensation**

* Starting salary range will be 55,000 – 65,000 per year (plus benefits package). Housing allowance can be designated from the salary package
* The benefit package is as follows per year:  An amount equal to 5% of the salary will be paid towards retirement. 100% of medical premiums as well as any deductibles. Basic dental insurance.

**V. Responsibilities and Expectations**

The responsibilities of the Pastor of Discipleship Ministries can be broken down into the following areas that serve to facilitate the Vineyard Pathway of Discipleship.

**1. Community Groups**

The heart of the church is expressed in the small group community settings where individuals are known, engaged, pastored, and strengthened in their faith life. While not mandatory, those connected to the church are encouraged to join and participate in a community group.

* Provide shepherding for our current Community Group leaders.
* Monitor group health and needs.
* Recruit, train and develop new Community group leaders.
* Lead periodic Community Group leader training sessions.
* Provide guidance and resources for our Community group leaders.
* Review community group curriculum to ensure its alignment with our church beliefs.
* Lead and engage with one (1) Community Group
* Create and maintain pathways for people to be connected to a community group.
* Help to foster environments where there is open sharing. We aim to be a congregation where we can truly know others and be known.

**2. Member Assimilation**

Though the church does not have a formalized “membership”, those who commit themselves to the Vineyard are considered members as reflected by their attendance, engagement, contribution, and support of this local body of believers. Consequently, those who visit or seek to “join” should be engaged in a well-developed process for engagement and integration.

* Oversee the Greeting/Welcome team
* Visitor Follow Up
* Oversee development and implementation of periodic all-church fellowship events.
* Develop and lead a periodic “Vineyard 101” class to familiarize new people with what our church believes and how it functions

**3. Student Ministry**

Our current population of middle school and High School students is quite small and currently meets for Bible Study a couple times per month. We have a growing population of elementary students that will be moving into our student ministry in the coming years, so it is important to begin now in developing a “family-based” youth ministry discipleship structure and team. The focus of this part of the job is not being a “Youth Pastor” but rather working with adults and parents to develop a plan for our youth.

* Work with the existing volunteer couple in leading the current students.
* Begin meeting with current parents of elementary, middle and high school students to begin building and planning an effective student discipleship program that will meet the needs of our future student ministry population.
* Begin identifying and building a team that can effectively lead in the coming years.

**4. General Pastoral Duties**This position is first and foremost a pastoral position. We want to create opportunities to grow and develop as a pastor and so some additional opportunities are as follows:

* Be available to periodically conduct weddings/funerals.
* Provide Biblical counseling as needed.
* Participate in and play a support role in the gathered services
  + Have an “up front” presence in some of our gathered services.
  + Be available to preach from the pulpit 6-10 times per year.
* Oversee designated church administrative duties
* Oversee the budget for the discipleship ministry of the church.

**VI. Time Allocation**

50% - Community Groups and Assimilation

25% - Student Ministry

25% - General Pastoral Duties

**VII. To Be Successful at the Vineyard**

* We value having a strong foundation in the Word.
* We value transparency, a desire to truly know others and be known.
* We value unity and listening well to others.
* We value people over programs.
* We believe you are first a member, second, a pastor, and third, an employee and that lasting ministry flows out of intimacy with God and ministering from a place of rest, therefore:
  + Have a consistent daily time with Jesus.
  + Set aside a weekly sabbath.
  + One full day per month, get away for alone time with God.
  + Dedicated, consistent time with family.
  + Take one “sabbath retreat” per year.
  + Practice daily and weekly rhythms that bring well-being to your body and soul.

**VIII. Essential Functions**

## The list of Essential Functions is not exhaustive and may be supplemented

### **Physically**

#### requires manual dexterity – climb stairs, multi-level sanctuary

#### open / close safety doors /operate light switches, door locks & file cabinet draws

#### writes clearly with writing tools

* utilize keyboard-driven equipment – computers, digital phones, etc

#### requires vision / hearing at normal range

#### ability to access church areas, second story office, multi-level sanctuary, grounds

#### ability to read, speak & write English

#### ability to lift objects weighting up to 20 lbs

* able to stand or sit to deliver sermons, messages, public presentations up to one hour

### **Equipment, Materials, Tools**

#### operate office equipment - computers, copiers, telephones

#### oversee / control / inventory of dedicated office equipment & supplies

### **Control & Supervision**

#### oversee & coordinate ministry co-workers, volunteer parents, student interns

* oversee & coordinate small group leaders, ministry volunteers

### **Environment**

#### indoor: church office environment, both quiet & noisy conditions

* engage with volunteers, students, and ministry members off site

### **Methods, Techniques, Procedures**

#### plan for / produce church support, growth, and development

#### manage digital documents & forms

#### communicate with church members, volunteers, and leaders

##### verbally, in a one-to-one setting

##### in a written context - notes, letters, newsletters, texts, email, etc.

##### in resolving conflicts and management of church-related issues

##### communication, via phone or digital vehicles, on church-related questions and business