

Assistant Minister for Discipleship

Job Title: Assistant Minister

Position Status: Full-time, non-ordained

Reports to: Senior Pastor

Position Overview:

The Assistant Minister will serve SHPC by providing direction and vision for our adult Christian discipleship, with an emphasis on members under 50 and young adults. He/she will work closely with the other ministerial staff to create a consistent and intentional approach to discipleship at SHPC. He/she will also provide leadership and vision for a hospitality ministry and intentional assimilation of visitors and new members.

Ideal Candidate:

- A vibrant and growing relationship with Jesus Christ, a deep love for the local church, and a commitment to the Reformed tradition (as articulated in our *Book of Confessions*)
- Highly motivated self-starter who exhibits professional excellence
- Strong interpersonal skills to effectively interact with church leadership, members, visitors, and staff
- Strong organizational, administrative, and planning skills
- Holds a Master of Divinity or related degree

While this position is currently a non-ordained role, priority will be given to candidates interested in pursuing ordination in the PC(USA).

Duties and Responsibilities:

DISCIPLESHIP:

- Provide Sunday school classes with vision and direction in the areas of curriculum, resources, training, etc.
- Create additional opportunities for learning/discipleship (conferences, small groups, special series)
- Regularly teach a Sunday school class, churchwide Bible studies, special events, etc.
- Coordinate with Senior Pastor, Children's Director, and all other ministries to create an intentional approach to discipleship.
- Identify opportunities to reach new groups of people, particularly with an eye toward developing a more robust college and/or young professional ministry.

- Work with ministry staff to plan and execute special worship services, Wednesday night events, etc.

HOSPITALITY/VISITOR ASSIMILATION:

- Provide leadership for Deacons and volunteers to strengthen our visitor experience by taking concrete steps to develop a culture of hospitality on Sunday mornings and throughout the life of the church.
- In coordination with the senior pastor, oversee the new member class and create a plan to assimilate new members more fully into the life of the church.

GENERAL PASTORAL DUTIES:

- Participate in staff meetings, staff retreats, and regular worship planning and leadership.
- Preach occasionally as assigned by the Senior Pastor (approximately 6-8 times per year)
- Assist Senior Pastor in officer training.
- Serve on and provide leadership for committees and ministry teams as assigned by the Senior Pastor.
- Participate in the congregational care ministry, including hospital visits, counseling, and clergy on call rotation.
- Be an active and engaged participant in the broader life of the congregation, including our compassion ministries, outreach ministries, etc.
- Other duties as assigned.

The position description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.