

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.

Interested candidates may email Senior Pastor Cort Gatliff at cgatliff@southhighland.org.