

MONROE MISSIONARY BAPTIST CHURCH
JOB DESCRIPTION

Position: Discipleship Pastor-Associate
Status: Full Time
Reports to: Senior Pastor/Church Administrator
Location: Monroe Missionary Baptist Church (MMBC), Monroe, Michigan

Principle Function

The Discipleship Pastor-Associate (DPA) is responsible for working with the Senior Pastor, Pastoral staff, deacons, church council and other staff members to promote and grow the Christian and discipleship ministries of Monroe Missionary Baptist Church, to the glory of God.

Responsibilities

1. Oversee all areas of Discipleship and Christian Ministries with specific responsibility to plan, administer and lead Christian education, including but not limited to Sunday school, Bible studies, small groups, men's and women's ministries, and others.
2. Develop and direct discipleship programs of the church.
3. Develop Christian ministry teams through
 - a. Recruiting, training and leading volunteers
 - b. Developing and directing staff
4. Serve as educational resource person and advisor to ministry teams of the church.
5. DPA will preach and teach, as requested by Senior Pastor.
6. Conduct funerals, weddings and other related functions as requested or needed.
7. Assist the Senior Pastor in planning, conducting and evaluating congregational services, as requested.
8. Submit annual discipleship ministries budget and manage ongoing ministry-related expenses within approved budgeted parameters.
9. Coordinate the production of information and public relations materials for the church, such as publications and news releases.
10. Coordinate conferences at the church.
11. The DPA will also perform other duties as assigned by the Senior Pastor/Church Administrator.

Qualifications and Aptitudes

1. Spiritually mature born-again believer with an active, evident and maturing relationship with Christ, and a thorough knowledge of the Bible.
2. The Discipleship Pastor-Associate is expected to be a servant leader. He is expected to live an exemplary lifestyle modeling the call, character, and competencies becoming a minister of the Gospel of Jesus Christ. He will demonstrate a servant spirit as a growing disciple of Jesus Christ.

3. Must have a strong prayer and devotional life. Must possess and passionately convey a vocational calling to discipleship ministry in local church setting.
4. Must be licensed or ordained minister.
5. Must strive to live with integrity to God's Word and as a Godly example before the entire congregation.
6. Embodies the biblical qualifications of pastor.
7. In good standing with former churches and produces strong references.
8. Effective communicator, motivator, and team builder, with a pastoral heart.
9. Fully supportive of Monroe Missionary Baptist Church's vision statement, Southern Baptist statement of faith and core values.
10. Must have excellent written and verbal communication skills, conflict management skills, and computer skills.
11. Must be able to meet physical demands of the position.
12. Must have a valid drivers license.

Education and Experience

1. The incumbent is preferred to have a minimum of a bachelor's degree, preferably in a pastoral ministry, Christian education or related field. It is preferred the obtained degree is from a Christian college/university or seminary. Consideration will be given to candidates with a combination of equivalent level education and proven experience.
2. The incumbent must have a minimum of five (5) years proven full time experience of this role in a local church.
3. It is preferred the candidate will provide examples of his abilities and talents based on his experience through verbal and written references and video examples (YouTube, Vimeo, etc.).

Travel

Some local and out of state travel will be required of the Associate Pastor based on the various ministry needs of both the church established ministries (current and future) and of the local community at large.

Employee Job Description Acknowledgement

Employee Signature: _____

Date: _____