

## Job Description

**Date:** 3/1/2025  
**Position Title:** Adult Discipleship Pastor  
**Department:** Adult Ministry  
**Supervisor:** Executive Director  
**Position Status:** ☒ Permanent ☐ Temporary  
**Classification:** ☒ Full Time ☐ Part Time  
**# Hours/Week:** 45+  
**Work Schedule:** ☒ M ☒ T ☒ W ☒ TH ☐ F ☒ SA ☒ SU

The Discipleship Pastor plays a vital role in advancing the church's mission: *to be followers of Jesus who go and make disciples through the power of the Holy Spirit*. This leader will be responsible for overseeing the spiritual development, discipleship, and pastoral care of the adult members of the congregation. This role will focus on building a community where adults can grow in their faith, encounter Jesus, and serve with others in the church and in the broader community. They will inspire others to abide in Jesus, be transformed by Him, and live on mission with Him.

The Discipleship Pastor will work closely with the staff, volunteers and congregation members to foster an atmosphere of spiritual growth and engagement. Using the discipleship pathway, they will engage and equip adults to become passionate followers of Jesus, cultivating practices necessary to grow as disciples who make disciples, and to live on mission in impactful ways.

As a staff member, the Pastor will prioritize their relationship with God so that they are abiding in Jesus, becoming more like Him and living on mission with Him. The Pastor will show up in the ways defined in the Team Covenant.

Annual ministry plans will outline the current initiatives, goals and metrics that will engage, equip and activate the adults in the congregation to take their next step. These ministry plans will be submitted annually, goals measured, and ministries evaluated 2-3 times a year, including an annual review. This job description and the annual ministry plans are used to outline responsibilities for staff members.

### Key Responsibilities:

#### % of Time

#### Or # Hours: Responsibility:

<b>30%</b>	<b>Adult Discipleship &amp; Spiritual Formation:</b> <ul style="list-style-type: none"> <li>Develop and cast vision for adult ministry programs that foster spiritual growth, biblical knowledge, and practical application of faith.</li> <li>Oversee the design, planning, and implementation of adult Bible studies, groups, and other spiritual formation opportunities.</li> <li>Create pathways for spiritual maturity, from new believers to mature followers of Christ who make disciples.</li> <li>Preach as scheduled for weekend worship services, providing biblically sound, Christ-centered messages.</li> <li>Ensure equipping includes opportunities to practice disciplines that prepare them for living on Mission with Jesus in personal ministry.</li> <li>Coordinate with other ministry leaders to ensure that ministry activities are aligned with the broader vision and mission of the church.</li> </ul>
<b>20%</b>	<b>Leadership Development</b> <ul style="list-style-type: none"> <li>Identify, train, and mentor leaders within the adult ministry, encouraging them to take on leadership roles in various capacities.</li> <li>Work with other ministry leaders to create and implement leadership development programs.</li> <li>Equip adults to become leaders in their homes, workplaces, and neighborhoods &amp; communities.</li> <li>Foster an environment of accountability through life groups, discipleship groups, and personal mentoring.</li> </ul>
<b>20%</b>	<b>Pastoral Care</b>

	<ul style="list-style-type: none"> <li>• Provide spiritual guidance and counseling to adult members, addressing their needs in areas such as marriage, family, grief, and life transitions.</li> <li>• Oversee and lead teams for the visitation of sick and homebound individuals, ensuring they receive prayer, support, and encouragement.</li> <li>• Develop and oversee a system of adult care teams or lay leaders who assist in the pastoral care of adults.</li> <li>• Oversee life stage events such as baptisms, weddings and funerals.</li> </ul>
<b>15%</b>	<b>Collaboration and Communication:</b> <ul style="list-style-type: none"> <li>• Work in partnership with the staff and other ministry leaders to ensure a unified vision for adult ministries.</li> <li>• Regularly communicate with adult ministry participants through newsletters, emails, social media, and announcements.</li> <li>• Provide leadership in developing the church's vision and strategy for adult ministry.</li> </ul>
<b>10%</b>	<b>Administration and Strategic Planning:</b> <ul style="list-style-type: none"> <li>• Oversee the budgeting, planning, and evaluation of adult ministry programs.</li> <li>• Set clear goals for adult ministry, track progress, and report to the leadership.</li> <li>• Ensure adult ministry events and programs are executed with attention to detail and quality while using time, talents and treasures efficiently.</li> <li>• Utilize church systems (i.e. Outlook, PCO, Wrike) and best practices to plan, track and communicate.</li> </ul>
<b>5%</b>	<b>Community Engagement and Outreach:</b> <ul style="list-style-type: none"> <li>• Actively engage with the community and build relationships with congregation members through participating in service and outreach opportunities together.</li> </ul>

#### ONGOING EXPECTATIONS

- Model Christlike living through personal spiritual growth, prayer, and study of God's Word.
- Participate in PCC staff and department meetings, One on One meetings, and church community events.
- Contribute to weekend services and special church events as needed.
- Support PCC's mission and values through a lifestyle of worship, community, and service.
- Serve at PCC Holiday Events and Special Events (e.g. Easter, Christmas, Serve Day, etc.)

#### Staff or Volunteers Supervised:

Adult Ministry Staff and Volunteer Teams

#### Skills/Competencies:

<ul style="list-style-type: none"> <li>• Managing Vision and Purpose</li> <li>• Developing Strategic Plans</li> <li>• Strong organizational and leadership abilities</li> <li>• Developing Direct Reports: staff or lay leaders</li> <li>• Compassionate, empathetic, and a good listener</li> <li>• Conflict Management</li> <li>• Strong communication and interpersonal skills, with the ability to connect with people from diverse backgrounds and life stages</li> <li>• Live out an "ideal team player" approach to team and ministry</li> </ul>	<ul style="list-style-type: none"> <li>• Motivating Others</li> <li>• Composure</li> <li>• Dealing with ambiguity</li> <li>• Listening</li> <li>• A Bachelor's degree in Theology, Ministry, or a related field preferred.</li> <li>• Possess skills for leadership, teaching, volunteer coordination, organization and familiarity with computer-based systems</li> <li>• Proficiency in administrative tasks, including event planning, budgeting, and volunteer management</li> <li>• Flexible and likes to have fun</li> </ul>
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#### Prior Experience:

Work experience in a larger congregation with a working knowledge of how to minister to adults in an effective way using the Bible as the key resource while leading and equipping volunteers and lay leadership.

#### Education:

- ☐ High School
- ☐ Some College or Associate's Degree
- ☐ College Degree
- ☒ Bachelor's degree in Theology, Ministry, or a related field (Master's degree preferred).

For more information or to apply contact Charlene Williams at [pastorsearchteam@plymouthcovenant.org](mailto:pastorsearchteam@plymouthcovenant.org)