**LAKE GROVE PRESBYTERIAN CHURCH**

**Interim Associate Pastor**

**Position Description**

**TITLE:** **Interim Associate Pastor of Discipleship**

**PURPOSE:** The **Interim Associate** **Pastor of Discipleship** works with the Session, the pastors and program staff team, and the congregation, to provide ministries that seek to:

* celebrate what God has been doing and is doing in this congregation
* reflection on the church’s life and work
* glorify God through worship, praise and prayer
* gather to support, nurture, and renew each other
* reach out to the world through service, witness, and stewardship.

Lake Grove Presbyterian Church seeks to provide a network of holistic discipleship for its members and friends. **“Discipleship” means strengthening our church family in three basic ways: Christian education, spiritual growth, and community life development.** All three of these dimensions are centered around Jesus Christ as revealed in scripture.

**RESPONSIBILITIES:** The **Pastor of Discipleship** works with three major responsibility areas:

1. ***Pastoral*** – the essential work of a pastor, including

* Praying and teaching
* Leading in worship and administering sacraments
* Preaching at assigned times
* Resourcing ministry teams
* Providing pastoral care
* Serving in the Presbytery and other governing bodies (as called)

1. ***Program*** – leadership of programs related to ministry focus.

a) Providing oversight of family ministry education and for training and deploying members for educational ministries, including

* Be involved in teaching and encouraging the family ministry directors (Director of Noah’s Ark Preschool ,Director of Children’s Ministries, and Director of Ministry with Youth and Their Families)
* Create and deploy a leadership development ministry to train volunteers and walk alongside candidates for pastoral ordination.
* Establish a ministry internship program in conjunction with nearby educational institutions.
* Develop venues to hear from families and help address their worship and ministry needs through collaboration with appropriate church staff and ministries.
* Teach and/or find teachers for adult faith and life study classes
* Develop Sunday and weekday adult education programs
* Develop leadership teams for all adult education and discipleship functions
* Develop and coordinate special events, including guest speakers, lecturers, programs including parenting and marriage enrichment seminars
* Develop programs and special events designed to bring generations together to form faith
* Supervise work of Christian Education staff for Noah’s Ark Preschool, children, and youth in a cohesive, supportive team environment
* Resource Session’s Discipleship Commission

b) Providing leadership to enhance the group life and connecting activities in the

church, including

* Collaborating with appropriate Session commissions and staff to develop a small group strategy for the church
* Providing oversight for Men’s and Women’s Ministries and other existing groups such as Mariners, Prime Time, etc.
* Collaborating with the pastoral team to conduct New Member Seminars
* Facilitating the assimilation of new and existing members into the life of the church with particular emphasis on small group engagement, fellowship, identification of giftedness and deployment into ministry
* Resourcing the development of tools to enhance connectedness
* Overseeing certain all-church events (Annual Congregational Meeting and Dinner, possible all-church picnics or retreats, etc.)

1. ***Partnership*** – becoming an active advocate and resource for a **mission partnership** between Lake Grove Presbyterian Church and some other agency or ministry outside this congregation (local, national, or international).

**EDUCATION AND PROFESSIONAL QUALIFICATIONS:**

* Ordained pastor in the PC(USA)
* Commitment to knowing Jesus Christ and making him known
* An ability to relate comfortably and warmly to others
* An ability to manage staff and volunteers
* A commitment to supportive team ministry and an ability to create and work with teams
* A gift of empathy and a strong love for all people in various stages of life
* An understanding of faith/disciple formation at all ages and stages of life
* A flexibility of style to meet multiple tasks and demands
* An ability to organize and manage various programs
* An ability to communicate effectively in public worship
* A commitment to excellence combining a strong personal work ethic and a balanced lifestyle

**PHYSICAL REQUIREMENTS:**

The conditions listed are representative of those that must be met by a team member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

* Environment: Standard office setting
* Physical: Sufficient physical ability to work in an office setting and operate office equipment. Team members will be able to sit for extended periods of time. Team members will continuously be performing hand and wrist work including grasping. Team member may periodically be asked to lift items up to 50 pounds.
* Vision: See in the normal visual range with or without correction, vision sufficient to read computer screens and printed documents
* Hearing: Hear in the normal audio range with or without correction.

**ACCOUNTABILITY:** This is a full-time position reporting to the directly to the Head of Staff.

**RELATIONSHIPS:** The **Pastor of Discipleship** relates to the Pastor/Head of Staff as colleague and supervisor, to the members of the pastoral and program staffs as colleague and partner, and to the support staff team as pastor and leader. They directly supervise the, the Director of Community Hospitality, the Director of Noah’s Ark Preschool, the Director of Children’s Ministries, and the Director of Ministry with Youth and Their Families. They also relate to various groups including the Community Hospitality Team, Youth Ministries Teams, Children’s Ministries Teams, and other groups as needed as equipper and as a resource.