



JOB DESCRIPTION

Job Title **Assistant Pastor of Discipleship**

Standards

Of highest importance shall be the maintaining of personal standards of Godliness, based upon Biblical Principles, which results in an uncompromised testimony within the church and community. Adherence to biblical, ethical, and fiscal stewardship shall be deemed critical. Work shall be conducted in a manner pleasing to God, dictated by ministry needs, and enacted with a team concept with the DBC staff and as directed by the Elder Board Leadership. The Assistant Pastor of Discipleship must maintain the highest biblical standards of ethics, confidentiality and honesty because of the trust required by the position.

Definition of Employment Status

This shall be deemed to be a salaried non-executive management staff position. Per the Employee Handbook, this position shall be considered to be Full Time.

Duties and Responsibilities

Generally speaking, the person in this position will occupy themselves seeking ways to help church members grow and change and become more like Jesus Christ. Here are some specific areas of oversight:

1. LIFE Groups Build up, expand, and improve our small group ministry.
2. Christian Education /
Adult Sunday School Build up, expand, and improve our system to train people in God's Word through our Sunday School ministry. Work with our Children's Ministry Assistant in the area of Children's Sunday School. Employee will be directly responsible for our Adult Sunday School system. This will entail planning classes, advertising, and assessing their effectiveness.
3. Men's Ministry Seek ways to build up and encourage our men. We are less interested in building a program than we are in figuring out effective ways to challenge men to walk in the way of Jesus Christ.
4. Women's Ministry Seek ways to build up and encourage our women. This will primarily be accomplished by working with our Women's Ministry Director.
5. Preaching & Teaching Opportunities will be given for preaching, teaching, and mentoring. Employee will work with the Senior Pastor to establish a frequency of preaching, teaching (which includes Sunday School, Delaware Christian School chapel, and other

opportunities), and mentoring (which includes having a Discipleship Group at Delaware Christian School).

6. Counseling

Training in the Nouthetic approach to counseling shall be required. Counseling (discipleship) shall be offered (with priority given to those of the church) as a means of witness and help to the community. Work with the Senior Pastor to put a cap on the maximum number of counseling cases per week (2 is recommended).

Knowledge, Skills, and Abilities

1. Some formal training in Bible (a 4-year college degree in Bible is preferred)
2. Trained in the Nouthetic approach to counseling
3. If not already completed, it is expected that the employee will be ordained and ACBC certified in biblical counseling by the end of their third year of employment.

Accountability

The Assistant Pastor of Discipleship shall be directly accountable to the Senior Pastor and to the Elder Board, and of course, ultimately accountable to God. He will receive an annual evaluation by the Senior Pastor. The Assistant Pastor of shall abide by the guidelines as established by the DBC Financial Policies and Procedure Manual and the DBC Employee Handbook.

DBC Membership Requirements

Membership is required.

Time Requirements

This is a full-time position requiring a minimum of 40 hours per week. Additional time will be necessary due to various events and meetings. Such additional time shall be understood to be an essential part of the position, and therefore a normal part of the job without additional compensation of time or money. Pastors are considered to be working on Sunday, a day off will be given during a normal business day. The particular day will be a matter of discussion with the Senior Pastor.

Summary

All work shall meet or exceed the requirements set forth in the Constitution of Delaware Bible Church, the Employee Handbook, the Financial Policies and Procedures, and all other policies and procedures enacted.

Statement of Understanding

I certify that I have received, read, and understand this job description, a copy of which has been provided to me. I also understand that this job description may be unilaterally modified by the Elder Board at any time. Any updated job descriptions will supersede any and all prior job descriptions for this position.

Assistant Pastor of Discipleship Signature

Date of Signature

Senior Pastor's Signature

Date of Signature

Date of Last Revision and Elder Board Approval: 11/1/2021