



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



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

Pastor of Discipleship – Delaware Bible Church

Delaware Bible Church is looking to hire a man for the position of Pastor of Discipleship. The man in this position will occupy themselves with seeking ways to help church members grow and change and become more like Jesus Christ. General oversight includes small groups, Christian Education/Adult Sunday School, Men's Ministry, Women's Ministry, Missions, Biblical Counseling, and opportunities to preach and teach.

Delaware Bible Church is a non-denominational Bible church located in Delaware, OH (30 minutes north of downtown Columbus). This is a church of around 400 with a Christian school of around 350 students. Worship includes a blended mix of songs and hymns led by a worship team. Find out more at delawarebible.org.

Salary: Begins at \$38,000 but is negotiable based on experience.

Benefits:

- Christian Healthcare Ministries Insurance
- 403b matching retirement program for up to 3% of salary
- Paid vacation leave, sick leave, and holidays
- Mileage reimbursement for official church business while on duty

Please include the attached job description and doctrinal statement.

If you have any other questions, concerns or needs, please feel free to reach out to me (Brad Harris) at this email address.

In Christ,

Brad Harris

Pastor- Administration and Outreach

45 Belle Ave.
Delaware, OH 43015
740.369.3557 (office)
www.delawarebible.org