

# **Associate Pastor of Family Ministries and Small Groups**

## **Grace Church of Aiken**

### **Job Description**

Version 2.1. 8/13/24

**Beginning Date:** ASAP

**Report to:** Shannon Hollinger, Lead Pastor

#### **Job Summary:**

The Associate Pastor of Family Ministries and Small Groups will lead and organize an effective small group ministry, oversee and administrate youth, young adults, and senior adult (Prime Timer) ministries, and provide general pastoral duties including preaching, teaching, counseling, discipling, and empowering and encouraging our church family. The overall objective on the Associate Pastor is to team with the Lead Pastor and elders to encourage and equip individuals and families to live Jesus-centered lives and love others like He does.

#### **Duties Include:**

1. Model living a Jesus centered-life and loving others like He does.
2. Lead the overall small group ministry by organizing, coordinating, developing, equipping, training, and executing Grace Church goals and objectives.
3. Recruit, onboard, coach, develop, evaluate, and give feedback to the Small Group volunteer staff.
4. Equip, empower, coordinate and train a team to lead the youth ministry.
5. Equip, empower, coordinate and train a team to lead the young adult ministry.
6. Equip, empower, coordinate and train a team to lead the Prime Timer.
7. Serve the church family as needed with funerals, weddings, pastoral care, and discipleship.
8. Serve as part of the teaching team at Grace Church and preach 8 to 12 times a year.
9. Serve as a member of the Elder Team at Grace Church.
10. Manage the budget for small groups, youth, young adults, and Prime Timers.
11. Collaborate with the elders and staff of Grace Church in the creation of new ministries as needed to accomplish the vision and mission of the church.
12. Maintain current information in the Church Teams database for all small groups, youth ministry, young adult ministry, and Prime Timer ministry.
13. Participate in weekly staff meetings, one-on-one meetings with the Lead Pastor, and other meetings necessary to lead effective Family Ministries and Small Group programs.
14. Other duties as assigned.

**Requirements and Qualifications:**

1. Loves Jesus, submits to the truth of the Bible, lives with integrity, and strives for Jesus-centered living.
2. Has experience in ministry and has earned a bachelor's degree (or higher) in Christian ministry, Biblical studies, or an associated discipline or equivalent.
3. Demonstrates gifts and calling to ministry, loves people, and has a passion for evangelism and outreach. Exhibits ability to teach and train individuals in ways that deepen their personal faith in Jesus.
4. Demonstrates a passion for a local church focused on reaching the local community and the world.
5. Self-motivated leader, capable of casting and imparting vision for ministry, possessing relational skills with youth, adults, and staff.
6. Strong communication skills as well as leadership, administrative, and organizational skills.
7. Able to work as a team player, cooperating with the staff, elders, and members and attenders of Grace Church of Aiken.
8. Able to act with minimal supervision and provide guidance to church leadership in all areas concerning small groups, youth, young adults, and Prime Timers.
9. Committed to the Statement of Faith of Grace Church of Aiken
10. Able to promote spiritual growth of Grace Church and prioritize the needs of individuals, families, and the congregation.

**Full Time Position:** 40 to 50 hours a week (Job description and hours will be adjusted based on candidate's availability, experiences, spiritual gifts, and skills).

**Website:** [gracechurchaiken.com](http://gracechurchaiken.com)

To begin the application process, send a resume to Pastor Shannon Hollinger at [pastorshollinger@gmail.com](mailto:pastorshollinger@gmail.com).