

Full-Time

Position Description

The Associate Pastor of Involvement guides adults through their Spiritual journey at Northwoods, creating a seamless transition from initial connection to meaningful ministry engagement. This role encompasses:

- Facilitating a structured onboarding process through the 4 Steps, building upon the foundation established by, and working closely with, the Connections Pastor.
- Assisting the Pastor of Prayer with adult Spiritual formation initiatives, helping attenders and members of Northwoods discover and develop personal Spiritual gifts on the faith journey.
- Providing personalized guidance to support adults as they navigate toward deeper, more purposeful ministry aligned with unique calling and giftedness.

Primary Duties and Responsibilities

Leadership

- **Onboarding:** Guide adults who have completed the 4 Steps as they navigate their ministry journey at Northwoods.
- **Involvement:** Support adults in their Spiritual journey of discovering and pursuing increasingly meaningful ministry opportunities.
- **Spiritual Gifts Discovery:** Lead Northwoods' initiatives to help adults identify their S.H.A.P.E. and understand how their unique gifts contribute to and work within the body of Christ.
- **Development:** Develop and teach a Northwoods core class on Spiritual giftedness, equipping adults for purposeful ministry engagement.
- **Meetings:** In cooperation with the Pastor of Prayer, facilitate strategic meetings focused on Spiritual formation of all Northwoods adults, their development and maturation.

Strategic Development and Implementation

- **Material Development:** Collaborate with Adult Ministries & Missions (AM&M) staff to develop curriculum that engages adults and increases their participation in meaningful ministry.
- **Teaching:** Deliver developed course materials alongside other AM&M staff, specifically, assisting the Pastor of Prayer with all Spiritual formation initiatives, e.g. DWJD.
- **Training:** Equip others to teach Spiritual giftedness core content. Recruit and develop a team of volunteers who assist with gift discovery and ministry involvement processes.
- **Facilitation:** Define and facilitate core classes and experiences related to Spiritual formation and giftedness.
- **Collaboration:** Partner with the Pastor of Prayer and other AM&M team members on involvement-related initiatives.
- **Metrics:** Establish measurement systems to track member and attender progression into active ministry roles.

Secondary Duties and Responsibilities

- **All-Staff Events:** Encouraged to participate in all-staff events (i.e., retreats, special event days, etc.).
- **All-Church Events:** Encouraged to participate in all church events as directed by leadership.
- **Christmas Production:** Serve at Christmas Productions as directed by leadership.
- **Church Attendance:** Be a consistent and contributing attendee of Northwoods weekend services.
- **Team Meetings:** Meet with ministry staff for planning, coordination and development.
- **One on One:** Meet with supervisor at scheduled times.
- **Systems:** Maintain and make use of Northwoods database and other systems as needed.

Pastoral Responsibilities and Expectation

- **Credentialing:** Pursue and maintain ministerial credentials through Fellowship of Evangelical Churches (F.E.C.). Be an active participant in F.E.C. denominational events and initiatives.
- **Care Responsibilities:** The expressions of pastoral care may include but not be limited to: Prayer, teaching, encouragement, shepherding, equipping, personal ministry, and visitation.
- **Officiant:** Specific functions pastors officiate include weddings (and pre-marital counseling), funerals, baptisms, and communion.

- **Pastor On Call Rotation:** Every Pastor will serve on a scheduled rotation, with the assignment to meet emergency needs and after-hours care to our congregation. Expectations include being available 24/7 by phone, responsible management of requests, needs, and emergencies, and ensuring hospital visits are made.
- **Benevolence:** Be familiar with case details for benevolence and how the team comes to a final approval. Be exposed to the Benevolence Team and their meetings as well as any related reporting.

Pastoral Care Ministry

- **Hospital Care:** Help the Prayer & Care department in the development, oversight, participation, and coordination of the Pastor On Call (POC) and Hospital Visitation Teams. Oversee how the information is dispersed to the right people and pastors. Help to provide training for those involved.
- **After Care:** Assist the Prayer & Care department in developing teams to track Northwoods attenders recuperating after a hospital stay utilizing volunteers, phone calls, and the prayer ministry.
- **Spiritual direction:** Provide short-term personal ministry to individuals, couples, and families using Biblical principles and providing next steps in Spiritual formation.
- **Funerals:** Be familiar with and assist the Care Pastor when needed in the implementation of funerals, funeral luncheons, and teams caring for those going through bereavement.
- **Weddings:** Be familiar with the implementation of weddings, wedding receptions, and teams caring for those planning a wedding.

Interaction with Others

The Associate Pastor of Involvement will work collaboratively with the Executive Pastor of Adult Ministries & Missions and partner closely with the Pastor of Prayer and the Prayer & Care department. This staff member will serve alongside other AM&M Team members and develop strong working relationships with volunteer ministry leaders. The Associate Pastor of Involvement will coordinate effectively with staff across departments to ensure cohesive ministry approaches and engage regularly with congregation members to understand their Spiritual gifts and ministry interests.

Desired Skills, Abilities, and Characteristics

This person should be a highly relational and strong motivational leader. This person would be able to build teams and work well with all kinds of people. He/she should have an understanding and passion to see people move into intentional relationships

Beneficial Spiritual Gifts

Discernment, Leadership, Shepherding, Teaching

Education and Experience Required

A Bible college education is preferred and experience in building teams and systems is important. A degree and experience in counseling is an asset. A strong background in mentoring and coaching individuals is an asset, as well as experience providing encouragement and spiritual guidance in a ministry context