

Job Description
Full-Time Associate Pastor of Discipleship
NewPoint Church, Ponca City

Principle Function:

The position of Associate Pastor of Discipleship is a full-time professional staff ministry position. As a God-called minister, the Associate Pastor of Discipleship works in cooperation with the pastoral staff, volunteer staff, and Leadership Team to accomplish NewPoint's mission, which is to *"Reach people far from God and teach them how to follow Jesus step by step."*

Compensation:

The compensation package for this position is determined by the Lead Pastor and Trustees in congruence with the scope of the work being performed, experience, and relationship to comparable churches' pay scales.

Overview:

The Associate Pastor of Discipleship will serve under the Lead Pastor and oversee the adult discipleship areas of NewPoint Church, including Small Groups, Pastoral Care, Next Steps, and Growth Track. They are tasked with developing leaders and teams to carry out the work of these ministries.

Specific Responsibilities:

- 1. Develop and Oversee Small Groups and Pastoral Care:**
 - a. Develop an effective small group system that multiplies groups and leaders.
 - b. Recruit and train small group leaders.
 - c. Develop and determine curriculum and group materials.
 - d. Work to assimilate people into small groups.
 - e. Oversee and ensure pastoral care is accomplished through the Small Groups ministry.

- 2. Develop and Oversee Discipleship and Next Steps Ministry:**
 - a. Recruit, train, and develop a team to help carry out the Discipleship and Next Steps ministry, including Growth Track.
 - b. Follow up and counsel with decisions.
 - c. Guide new believers, new members, and other Growth Track attendees through their next steps.
 - d. Connect new believers and others with mentors.
 - e. Train mentors.
 - f. Oversee and facilitate Growth Track including recruiting, training, and developing a team to help.
 - g. Create and implement periodic discipleship classes and training as necessary.

General Responsibilities:

1. Maintain a consistent, close and growing relationship with Jesus Christ.
2. Maintain healthy relationships at home with their family.
3. Maintain a professional relationship with the pastors & staff.
4. Help facilitate worship services and weekly times of prayer.
5. Perform pastoral care, counseling, weddings, and funerals on occasion.

6. Preaching and teaching on occasion.
7. Other duties as assigned by the Lead Pastor.

Critical Job Requirements:

1. Ability to excel at administrative and organizational tasks.
2. Ability to supervise and oversee multiple areas of ministry.
3. Ability to counsel and care for the needs of the members of NewPoint.
4. Ability to recruit and develop new leaders.
5. Ability to multitask and work effectively on several items at once.
6. Ability to handle high pressure situations and respond appropriately.
7. Ability to work effectively as a team with the other staff and members of NewPoint.
8. Ability to communicate and preach God's word effectively and accurately.
9. Good written and oral communication skills.

Accountability:

The Associate Pastor of Discipleship is accountable first and foremost to God, the members of NewPoint Church, and is supervised directly by the Lead Pastor.