

# **“Associate Pastor for Care & Discipleship” Job Description**

**New Castle Bible Church ([www.myncbc.org](http://www.myncbc.org))**

## *Description of Ministry Role*

**The Associate Pastor for Care & Discipleship provides pastoral leadership to our prayer, care, biblical counseling and adult discipleship ministries, and to the church at large. He will work alongside the Elders, Pastors, and ministry staff as a member of the *Prayer & Care* and *Adult Discipleship* leadership teams.**

As an Associate Pastor at New Castle Bible Church, he is an elder-qualified man serving in specific areas of pastoral ministry. Associate Pastors may serve the congregation in general or in specific roles of spiritual equipping and oversight as determined by the Elders. In addition, they are authorized by the church to perform the duties of pastoral ministry which include: preaching and teaching in the public worship services of the church, performing weddings and funerals, providing care and counsel to the congregation, and developing the equipping ministries of the church. By virtue of their training, qualifications, and call to ministry, Associate Pastors contribute appreciably to the insight and vision of the Senior Pastor as well as represent the church at large in the communities we serve.

As an Associate Pastor at New Castle Bible Church, he is not individually expected to perform all the work of this ministry, but rather to “equip” and “build up” the church for the work of this ministry (Eph 4:11-12). The following job description necessarily assumes a team approach to serving this ministry.

## *Defining Priorities & Values of Care & Adult Discipleship at New Castle Bible Church*

All care & adult discipleship ministries must promote our core values for the promotion of God’s glory:

- Heart: We value humble dependence, or faith (Hebrews 11:6)
- Head: We value doctrinal soundness, or truth (John 17:17)
- Home: We value relational wholeness, or love (John 13:34-35)
- Hands: We value missional faithfulness, or witness (Matthew 28:18-20)

## *Expectations for Associate Pastor for Care & Discipleship*

- **Personal Walk**
  - Clear testimony of faith in Jesus Christ
  - Heart for making disciples who know and follow Jesus Christ, and who make other disciples
  - Maintaining the character qualities of biblical eldership
  - Relationally practicing a good working knowledge of God’s Gospel
  - Growing in an awe of and love for God through regular prayer and Bible study
  - Able to genuinely engage with God as he leads others in prayer
  - Maintaining biblical priorities, especially in regards to home/family responsibilities
  - Committed to pursuing humility, servanthood, and a faithful witness to the community
  - Appetite for continued learning regarding discipleship and biblical counseling
  - In agreement with the doctrines and practices of the church
  - A member of New Castle Bible Church who is actively involved in a life group

- **Calling & Education**
  - Solid calling to serve as a supporting pastor in a growing pastoral staff
  - Called and gifted by God to serve NCBC in this role
  - Continuing in ongoing education and personal character development
  - Master of Divinity degree strongly preferred but not required
  - Willing to seek certification with Association of Certified Biblical Counselors (if not already)
  - Willing to seek formal ordination (if not already)
- **Experience & Required Skills**
  - 3-5 years of pastoral experience in similarly sized church (500+) or larger strongly preferred
  - Must be a man humbly devoted to the ministry of God's Word and prayer (Acts 6:4)
  - Must be able to competently minister God's Word both in public and private (Acts 20:20)
  - Must be an excellent time manager who is able to bring a high level of consistent quality to multiple ministries working through several direct reports simultaneously
  - Must be gifted to teach and preach
  - Must be able to train and equip biblical counselors
- **Ministry to the church at large**
  - Performing the duties of pastoral ministry, which regularly include preaching and teaching
  - Performing weddings and funerals
  - Leading others through baptism and communion
  - Strengthening the equipping ministries of the church
  - Supervising the biblical counseling ministries of the church
  - Supporting other church ministries with regular encouragement, attendance, and prayer
  - Visiting people on assigned hospital day and visit shut-ins monthly
  - Discipling men and provide shepherding and counseling of people as needed
  - Any special projects as assigned by Elders or Senior Pastor
- **Working Relationships**
  - Reports to the Senior Pastor regarding day-to-day ministry operations and for spiritual guidance, oversight, and encouragement
  - Regularly meets with Elders to collaborate on the development of ministry vision and strategy
  - Supervises Director of Biblical Counseling
  - Supervises Care & Discipleship Administrative Assistant
  - Serves on the Adult Discipleship Leadership Team which provides Elder oversight to our Life Groups, Adult Discipleship Electives, Men's Ministry, Women's Ministry, Seniors Ministry, all Service Teams, Membership and Shape classes, assimilation, Resource Center, etc.
  - Serves on the Prayer and Care Leadership Team which provides Elder oversight to our prayer ministry, care and visitation ministry, compassion ministries, pastoral counseling and spiritual restoration (church discipline) ministries, biblical counseling ministry, benevolence needs, etc.
  - Attends regular and specially scheduled staff meetings, retreats and fellowship gatherings

## *Specific Ministry Responsibilities*

The Associate Pastor of Care & Discipleship will work closely with the appropriate Elder leadership teams to help shepherd our congregation to see and savor the greatness of God in Jesus Christ, in the power of the Spirit. His focus is primarily on prayer and love. Foster within the congregation both a lifestyle of prayerful dependence and a growing practice of the biblical “one-another” commands. These are both key priorities for our church, and we are seeking a man who is called and gifted by God in the following areas:

- Leading - Hebrews 13:7, 17; 1 Timothy 5:17 (overseeing and guiding the flock)

### ***In Plurality:***

- Working alongside the Elders to discern and strengthen our Biblical vision and philosophy for our Prayer & Care and Adult Discipleship ministries
- Working alongside the Elders to oversee the financial budgets and spending for all ministries under his care, including but not limited to: Prayer, Visitation, Adult Discipleship, Resource Center, Biblical Counseling, etc.
- Developing goals and objectives for all ministries in alignment with our discipleship priorities
- Working alongside all relevant Elder leadership teams to facilitate an united philosophy of adult discipleship, prayer, and care at New Castle Bible Church

### ***In Prayer Ministries:***

- Communicate Elders’ vision for prayer through various NCBC channels/ministries
- Assist Elders in recruiting leaders for various prayer ministries
- Follow up and encourage leaders of prayer ministries
- Provide pastoral oversight and communication of the weekly Prayer email ministry

### ***In Care Ministries:***

- Supervise all pastoral interns actively serving in care ministries
- Provide pastoral oversight to all NCBC’s hospital and shut-in visitation ministries
  - Communicate and implement the Elders’ vision of love, compassion, and God’s glory for these vital short-term and long-term care ministries
  - Recruit, train, encourage, and oversee all visitation ministry volunteers
  - Develop, oversee, and work with support staff and volunteers to coordinate the church’s ministry of shut-ins at homes, nursing homes, and hospitals
  - Coordinate all visitation schedules among Elders and gifted lay people to ensure that people are visited at least once daily while in hospital, once weekly if shut-in to their homes, and once monthly if in a nursing home facility
  - Work with support staff to maintain and communicate an accurate listing of who is in the hospital at all times – making sure that people don’t “fall through the cracks”
  - Follow up to make sure people get on and off the list for visits and that listed people are in fact being visited regularly
  - Ensuring that people who move from hospital to rehab or home convalescence get transferred appropriately to our shut-in list, etc.
  - Work with support staff to provide timely reports to all Elders/Pastors for all our care visits
- Provide pastoral oversight and communication to our Missing in Action (MIA) Care
  - Work with support staff to regularly generate MIA report and communicate to Pastors/Elders/ADE/Life Group leaders for follow-up/shepherding
  - Follow up with leaders to get input back on missing persons
  - Communicate as needed on status of people and any shepherding issues
  - Work with support staff to keep Planning Center updated with current member information

- Benevolence
  - Provide pastoral oversight to deacons who lovingly shepherd people seeking help
  - Work with various lay people/deacons on financial guidance and training for people
- Biblical Counseling
  - Provide pastoral oversight to the counseling ministry and supervise Director of Biblical Counseling
  - Regularly provide biblical counseling training to church family
  - Communicate Elders' vision for biblical counseling through various NCBC channels/ministries
  - Recruit members to the ministry of biblical counseling and make sure people are equipped and trained as observers, advocates, and counselors by various means
  - Assist Elders with matters of church restoration/discipline
  - Provide pastoral oversight and communication to all grief, divorce, unemployment, or widow/er ministries

***In Adult Discipleship:***

- Supervise Care & Discipleship Administrative Assistant and all pastoral interns serving adult discipleship ministries
- Provide pastoral oversight to NCBC's Adult Discipleship Electives (ADEs)
  - Work with appropriate Elder leadership team(s) to establish educational targets and goals
  - Communicate Elders' vision for ADEs through various NCBC channels
  - Define and communicate various roles and responsibilities to all ADE leaders
  - Recruit, train, and encourage all ADE teachers and shepherds
  - Periodically evaluate each ADE and provide constructive feedback to leaders
  - Develop and administer necessary training, tools, and methods for various ADE roles
  - Communicate weekly announcements to ADE leaders for their members
  - Facilitate communications from various ministries and service teams to the ADEs
  - Teach as needed
- Provide pastoral oversight to NCBC's Life Groups (LG)
  - Work with appropriate Elder leadership team(s) to establish ministry targets and goals
  - Communicate Elders' vision for LGs through various NCBC channels
  - Define and communicate various roles and responsibilities to all LG leaders
  - Recruit, train, and encourage all LG leaders and shepherds
  - Periodically evaluate each LG and provide constructive feedback to LG leaders
  - Develop and administer necessary training, tools, and methods for various LG roles
  - Facilitate communications from various ministries and service teams to the LGs
  - Maintain weekly and monthly contact with LG leadership
- Work with the appropriate Elder leadership team(s) to provide pastoral oversight to the lay leaders of NCBC's Discipleship Training Curriculum, Men's Ministry, and Women's Ministry

***In Church Resources:***

- Provide pastoral oversight to NCBC Church Library and Resource Center
- Provide pastoral oversight and content curation to NCBC's RightNow Media account
- Recruit and provide pastoral oversight to all church librarians and resource volunteers
- Research, review, and support staff and volunteers to obtain biblically relevant resources
- Seek to make biblical resources easily accessible – especially through electronic means (mynCBC.org, app, RightNowmedia, social media, etc.)

- Shepherding – 1 Peter 5:1-3 (feeding, nurturing, and protecting the flock)

***In Plurality:***

- Once ordained, serving as one of the church's Elders in the full range of biblically pastoral responsibilities, demonstrating a commitment to this congregation and our mission
- Working in harmony with others while providing positive and constructive feedback to the Elder and staff leadership teams
- Communicating to all ministry volunteers and to the whole church the vision and plan that God has given the Elders for this aspect of His church

***In the Congregation:***

- Providing humble spiritual leadership through his gifts of prayer and teaching
- Teaching God's word and sound doctrine clearly and faithfully to each member of the ministry (1 Timothy 3:2)
- Witnessing to the lost and facilitating a spirit of generous hospitality to all in the ministry (2 Corinthians 5:20; Matthew 28:19-20)
- Counseling those members in the ministry who are in distress (Romans 15:14)
- Comforting those members in the ministry who are in despair (2 Corinthians 1:3-7)
- Equipping each member for service to the Lord (Ephesians 4:11-12)

***In all Leadership and Ministry Teams:***

- Shepherding all personal and team issues, conflicts, and/or integrity or moral failures per biblical guidelines with humility and maturity
- Engaging team members with genuine love, sacrifice, energy, and humor (1 Thessalonians 2:7-8)
- Correcting those members who believe false doctrine (2 Timothy 2:25)
- Confronting those who teach false doctrine within the ministry (Titus 1:9)
- Regularly have intentional disciple-making contact (calls, lunches, etc.) with ministry team leaders and committed volunteers