

Job Description

Title: Staff Elder, Discipleship and Engagement

Team: Ministry staff

Reports to: Staff Elder of Administration

Work Hours: Full Time, Exempt

Approved by: Senior Staff Elder

Compensation: \$80K-\$100K, plus benefits

Other Benefits: See employee handbook



The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities and skills required.

Job Overview

The Staff Elder of Discipleship & Engagement provides pastoral leadership and operational oversight for key discipleship ministries of the church. He will work to ensure these ministries are healthy, aligned with the church's mission, and faithfully carried through from vision to completion. He will collaborate with ministry leaders and volunteers to strengthen systems, coordinate initiatives, and ensure that ministry efforts are executed with clarity and follow-through. In addition to ministry oversight, this staff elder helps carry the broader pastoral responsibilities of the church, providing shepherding, discipleship, and counseling support as needed.

Responsibilities:

Discipleship Oversight

- Provide leadership and oversight for Men's and Women's ministries, Community Groups, and Missions.
- Work in conjunction with ministry leaders to develop and execute ministry plans that align with the church's mission and values.
- Help ministry leaders clarify goals, timelines, and responsibilities so that ministry efforts move forward with clarity and momentum.

Ministry Execution and Follow-Through

- Coordinate logistics, communication, and planning details necessary for ministry events and initiatives.
- Help ministry leaders translate ideas and vision into actionable plans that can be faithfully carried out.
- Ensure events and initiatives are evaluated and followed up appropriately.

Leadership Development

- Work alongside volunteer ministry leaders to help them grow in leadership, confidence, and effectiveness.
- Identify, recruit, and develop emerging leaders for ministry leadership.
- Work alongside ministry leaders to rally volunteers and strengthen participation in ministry initiatives.
- Encourage and mobilize members of the congregation to participate actively in discipleship, community life, and mission.
- Foster collaboration across ministries and encourage shared ownership of the church's mission.

Pastoral Care and Shepherding

- Provide pastoral care, discipleship, and support to members of the church.
- Assist the pastoral team by stepping into ministry needs where additional pastoral attention is required.
- Help address pastoral workload gaps in areas such as counseling, discipleship, crisis care, and follow-up.

Essential Qualifications:

- Unmistakable love for God, His Word and His Church.
- Mature Christ-like character, meeting the qualifications of elder in 1 Timothy 3 and Titus 1.
- Be a clear and gracious communicator: This role will interact with many staff and volunteer leaders; it is essential that this person communicate graciously with everyone they interact with as they represent the staff to the larger church body.
- Proven ability to take initiative, make decisions, and lead while working collaboratively with lay leaders.
- Proven ability to lead and coordinate ministry initiatives through volunteer teams.
- Experience with biblical counseling or willingness to pursue training.
- Proficiency with G-Suite applications, Microsoft Office, and the use of general office machines.

Expectations:

- Mature, Christ-like character.
- Maintain a healthy rhythm of ministry and family life, prioritizing the care, nurture, and spiritual well-being of your family as a foundational aspect of ministry.
- Active participation in the life and culture of the church.
- Ability to exercise discretion, good judgment, confidentiality, and patience in personal relationships and information management.
- Teachable and courteous disposition while working with others.
- Selfless attitude that celebrates other people's accomplishments while pursuing excellence in all things.

- Demonstrate professionalism through appearance, attitude, and allegiance.
- Ability to organize, prioritize, and execute tasks in a timely manner, performing under deadlines and pressure.
- Commitment to the doctrine, philosophy, and direction of Christ Community Church.

Physical Requirements

- Prolonged periods of sitting or standing at a desk and working on a computer.
- Must be able to stoop and crouch to access office supplies.
- Must be able to lift up to 50 pounds at a time.

Christ Community Church Values:

At the end of the day job descriptions can never capture all that the job requires which is why this values section is so important. If a staff member of Christ Community Church exemplifies these shared values, then no job description is actually necessary. Likewise, if that staff member does not embrace these values (in both assent and action) then no job description could ever be adequate.

Gospel. Never to be assumed, always to be made much of. This is what we are about. Not simply the first four books of the New Testament but all of its necessary implications and inferences for the way we live and carry out our vocations.

Balance. In life, work, family, theology and practice we strive to maintain the right perspective. This looks different for every role at Christ Community Church.

Passion. You will not last long in any role at any church without a passion for what you do. Passion is the natural outflow of a heart and mind that knows its Creator and God. It shows in every aspect of what you do, how you do it, and how you are excited to get others involved in it.

Team. We are not trying to build a church with a counseling ministry or a great children's ministry or a great preaching ministry or any other successful silo of ministry. We are, by God's grace, striving to build a great church. Period. This means we all work together in our various roles toward that end.

Fruitful. We rest in the words that Christ will build His church, but we work knowing He is building it through us. In other words, our theological conviction in God's sovereignty actually fuels our belief that results in ministry matter rather than allowing for mediocrity to pass as Christian ministry.