CENTER POINTE
CHRISTIAN CHURCH

Position Title: Discipleship Pastor

Department: Discipleship

Reports to: Team & Teaching Pastor

Supervises: Connections Pastor, Groups & Mission Pastor, Adults Admin

FLSA Status: Full-time, Exempt

Pastoral Status: Pastoral

Weekly Hours: 40

JOB SUMMARY

The Discipleship Pastor is responsible for the strategy, direction, and leadership of the Discipleship ministry areas at Center Pointe Christian Church (CPCC).

KEY DUTIES & RESPONSIBILITIES

Team/Strategic Leadership

- Lead the Discipleship team in the implementation of integrated strategies and tactics, driving discipleship as both a corporate focus and an individual calling among CPCC members and attendees.
- Align Discipleship strategies with CPCC's stated mission, vision, and values.
- Track team progress via success metrics, fostering a culture of God-honoring high performance. Ensure Discipleship team members feel supported, communicated with, and cared for.
- Oversee and review strategy and management processes, identifying primary responsibilities, goals, outcomes, and wins for each ministry area and team member.
- Provide resources, training, and coaching to the team to help them fulfill their assigned duties.
- Manage the Discipleship team's strategy, calendaring, and budgeting processes.
- Share progress, seek input, and discuss strategies with the Team & Teaching Pastor and Ministry Leadership Team (MLT).

Discipleship

- Champion discipleship in the ministry of CPCC, from seekers to mature Jesus followers.
- Incorporate discipleship strategies, tools, and resources in the Adult ministry areas - Connections, Missions, Groups, Marriage, Men's, Women's, and Care.
- Promote alignment of discipleship strategies across all CPCC ministry areas.
- Maintain and promote the Discipleship Pathway, ensuring church-wide exposure and use, to help people take intentional next steps in their faith journey.

Groups Oversight - In partnership with the Groups and Missions Pastor, this role will:

- Support in developing and carrying out the group-related strategies.
- Ensure the Men's and Women's ministries plan and carry out strategies, events, and actions that align with CPCC strategies and Mission.

- Oversee the ongoing development of Groups that promote a disciple-making and on-mission emphasis.
- Assist in the development of group leaders and coaches through coaching, training, and resource provision.
- Evaluate established measures of success and support in making appropriate adjustments for improvement.

Missions Oversight - In partnership with the Groups and Missions Pastor, this role will:

- Support in developing and carrying out CPCC's missions-related strategies.
- Provide oversight in evaluating organizations and individuals to determine whether they will become and/or continue to be CPCC mission partners.
- Foster church-wide adoption of an on-mission culture, growing congregational support for sacrificial serving and giving.
- Ensure mission trips are planned and executed for the greatest impact.

Connections and Care Oversight - In partnership with the Connections Pastor, this role will:

- Ensure effective execution of practices related to new guest integration, Sunday morning experience, Next Steps classes, and special events.
- Provide leadership and strategy to foster an excellent, welcoming experience at Center Pointe for all attendees.
- Support in attracting and developing a service-oriented volunteer team.
- Provide leadership and support to ensure an impactful execution of the baptism process, including registration, pastoral connection, completion of baptism, and follow-up.
- Provide oversight for the thoughtful execution of Care ministries, including Pastor on Call process, benevolence, weddings, and funerals.

Administrative Oversight - In partnership with the Discipleship Administrative Assistant, this role will:

- Empower the Discipleship Administrative Assistant to effectively execute assigned duties.
- Identify opportunities for efficiency; establish processes to ensure consistency, clarity, and accuracy.
- Prioritize admin responsibilities to ensure appropriate delineation of duties across all Discipleship areas.

QUALIFICATIONS

Education/Experience

- High School diploma or equivalent is required.
- Bachelor's degree in a field of study related to Biblical studies or Ministry leadership is preferred.
- Prefer 3+ years of ministry and discipleship experience, including leadership of staff and/or volunteer teams.

Skills/Specialized Knowledge/Abilities

- Leadership experience with ability to cast vision, build teams, and lead people.

- Ability to manage multiple projects and priorities effectively.
- Strong interpersonal skills with people from all backgrounds and socio-economic groups.
- Excellent communicator — both written and verbal.
- Computer proficiency with Google Workspace in a Mac environment is preferred.

Licenses/Registrations/Certificates

- Commissioned by Center Pointe Christian Church, if not previously ordained.

WORK SCHEDULE

- **Weekdays:** Monday - Thursday
- **Sunday Hours:** 7:30 AM to 1:30 PM
- **Weekly Hours:** 40 hours per week
- **Holidays** such as Easter, Mother's Day, Father's Day, and Christmas are required work days, and the week leading up to these holidays should be considered unavailable for personal vacation.

PHYSICAL REQUIREMENTS

Work Environment

- The work environment includes work on the church campus and out in the community.

Physical Demands

- **Mobility:** The ability to walk, stand, and move freely throughout church facilities
- **Computer and Office Work:** Regular use of a computer keyboard, phone controls, and other standard office equipment, which requires manual dexterity, close vision, and the ability to sit for long periods.
- **Lifting:** The occasional ability to lift and move items such other equipment/supplies, typically up to 25 pounds, but sometimes up to 50 pounds.
- **Communication:** The regular need to talk and hear in various contexts, including leading volunteers, training sessions, meetings, and public speaking.
- **Vision:** Specific vision abilities, including close vision, distance vision, and the ability to adjust focus.

SPIRITUAL REQUIREMENTS

As a Center Pointe staff member, the Discipleship Pastor is expected to: be an actively contributing member of Center Pointe aligned with the beliefs in our Statement of Faith, reflect Christ in both words and actions and follow Christ as a role model in their personal life and ministry at Center Pointe, and to promote and demonstrate the Center Pointe Core Values and Staff Values as part of an ongoing lifestyle.

PERFORMANCE REVIEW

The Adult Discipleship Pastor will participate in a performance review process at least annually. Performance will be measured relative to staff and church values, as well as the job description and strategic objectives previously established.

EMPLOYMENT AT-WILL

All employees of Center Pointe are at-will, and as such, are free to resign at any time without reason. Center Pointe, likewise, retains the right to terminate an employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be construed as, a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended to and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of Center Pointe has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.

ACKNOWLEDGMENT

I have read and received a copy of my job description and at-will employment statement. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as is outlined above and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor. I also understand that the statements above are intended to describe the general nature and level of work being performed by me and are not to be construed as an exhaustive list of responsibilities, duties, and skills required for this position. Therefore, I may perform other related tasks under the direction of my supervisor and/or the Lead Pastor.

The Discipleship Pastor *named in this job description has been commissioned for ministerial work by the Center Pointe Christian Church Board of Elders. As such, they may be called upon to carry out appropriate sacerdotal (spiritual/priestly) duties of the ministry, including, but not limited to, marrying, burying, baptizing, praying for the sick, teaching, and leading groups. While a staff member's title may not include the word "pastor," all staff who are commissioned are expected to be prepared to work in the ways mentioned above, if called upon by the Leadership.*

This job description is not intended to be all-inclusive; the employee will also perform other reasonably related job duties.

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Employee Printed Name

_____ _____

Employee's Signature Date

_____

Supervisor Printed Name

_____ _____

Supervisor's Signature Date