



Middlesex United Methodist Church

118 N. Middlesex Rd. • Carlisle, PA 17013 • 717-249-2449 •

To Honor God by making more disciples of Jesus Christ for the transformation of the world.

Associate Pastor Job Description

Time: 12-15 hours/wk. (Paid)

General Job Description:

The Associate Pastor works under the supervision of the Lead Pastor and is responsible for facilitation, coordination, and development of life group ministries for adults as well as spiritual assistance in making and developing disciples in ministry. This is a staff position and works directly with the Lead Pastor and staff. Must maintain confidentiality in all areas of job responsibilities. Must complete/clear Criminal Background Check and Child Abuse Clearances.

Major Areas of Responsibility:

1. Making more Disciples
 - a. Coordination of consistent and personal relationship building and invitation for those who take the first step across the threshold of Middlesex UMC and for those who do not yet know Christ.
 - b. Providing communication, invitation and pastoral care for regular attenders to become deeply engaged disciples as outlined in the mission principles of Middlesex UMC.
 - c. Strengthen the life group ministries of the congregation to effectively involve new persons who do not profess faith and/or are not a part of the church
2. Developing Leaders
 - a. Find, equip, and support persons to be life group leaders
3. Growth of the Ministry
 - a. Implement the discipleship process (developed in April 2018) for mobilizing more persons into the ministries of MUMC
 - b. Develop ways to align discipleship ministries with our new vision of “Alive in the Christ in the community so the community can be alive in Christ” by implementing spaces off campus for life groups and worship

Specific Duties:

1. Promote a culture of life group participation with a goal of embedding it in the congregational DNA.
2. Identify, train, and support life group leaders in the foundations of group life and effective life group leadership and resource life group leaders with curriculum.
3. Develop new life groups and provide entry points for new persons to connect with others and with Jesus.
4. Identify core curriculum that will help persons in life groups develop core marks of discipleship.

5. Oversee all Adult life groups by checking in, following up, and meeting with life group leaders, developing an annual life group ministry budget, and tracking attendance of each group for Vital Signs.
6. Create networks in the community to ascertain the needs and possibilities for groups in the church and in the community.
7. Identify regular attenders who are not yet deeply engaged disciples at MUMC and help engage them to take next steps on their journey.
8. Assist the Lead Pastor with hospital visits, worship, and special services as needed and requested.
9. Provide pulpit coverage for Lead Pastor as available and negotiated.
10. Attend monthly staff meetings.
11. Meet bi-monthly or as designated with Lead Pastor.
12. Other duties as assigned.

Revised 11/8/2018