



Position Title: Associate Pastor of Communities

Position Summary

The Associate Pastor of Communities is responsible for developing and providing pastoral leadership for all areas of Community Groups ministry. The role includes training, teaching, coaching, equipping, and modeling shepherd ministry, providing pastoral care for group leaders, and communicating the mission and vision of WoodsEdge Community Church. The Associate Pastor of Communities is also responsible for coordinating with other ministry leaders to integrate Communities' ministries into the larger strategy of the church.

Key Roles and Responsibilities

- Within the context of the WoodsEdge mission and vision, participate in casting vision to shepherds and group leaders within the Community Group Ministry
- Work with the Pastor of Community in the development of a strong community group ministry, fostering community involvement, and missional focus
- Execute annual plan initiatives that ensure continuous improvement and growth of small group involvement
- Develop shepherd modeling cohort to train new shepherds with Pastor of Community
- Develop and oversee a Community Group Leadership Team to provide care for Community Group Shepherds throughout the year
- Recruit, equip and develop Community Group Shepherds, hosts, and coaches
- Teach and train at Shepherding events regularly scheduled throughout the year
- Participate in the development of curriculum resources for Community Groups
- Develop and lead the Equipping Ministry team for the development of discipleship materials, including WE Institute classes
- Provide pastoral support, care, and coaching for shepherds
- Define/implement standard procedures for managing group rosters and tracking the health and growth of groups
- Commitment to personal time with God every day to pursue a heart that loves Jesus, and to ongoing spiritual, personal, and professional growth
- Active prayer intercessor
- Agreement with our Statement of Faith, and demonstration of our faith through actions and lifestyle
- Ownership of the WoodsEdge mission and values emphasizing prayer, passion, humility, and kingdom-mindedness

As part of your role as a WoodsEdge Pastor, you are expected to lead and engage in the following services:

- Provide:
 - Religious instruction
 - Spiritual counseling
- Willing to perform:
 - Baptisms
 - Marriage services
 - Funeral services
 - Worship services
- Serve Communion

Success Outcomes

- Regular development of new shepherds to lead community groups
- Consistent execution of Community Ministry calendar
- Growth in number of people connecting into community groups from within the church and engaged outside of the church
- Strong sense of connection and support within the shepherding community
- Exceptional communication and cross-collaboration with other ministry areas
- Projects and tasks executed on time and within budget

Staff Expectations

- Aligned with the mission of WoodsEdge, this person seeks to love Jesus more, journey together with others in the community, and bring tangible hope to the world
- Maintain a strong working relationship with co-workers by walking in our Holy, Humble, Healthy, and Hungry virtues
- Commit to personal time with God daily to pursue a heart that loves Jesus and ongoing spiritual, personal, and professional growth
- Active prayer intercessor
- Agreement with our Statement of Faith and demonstration of that faith through actions and lifestyle

Requirements

- College degree preferred
- Seminary degree preferred
- 1- 2 years relevant work experience, specifically in the realm of leading and coaching community groups
- Computer proficient with experience using Microsoft Office and other online applications
- Excellent organizational skills and attention to detail and follow-through

- Thorough knowledge of PCO
- Ability to work Sundays, Wednesday evenings, and holidays on an ongoing and consistent basis
- Excellent interpersonal, communication and customer service skills
- Demonstrated professionalism

Performance Measures

- Getting it Done - Ability to perform role and responsibilities; work ethic
- Moving the Needle - Success outcomes and the ability to deliver excellence to your role for the good of WoodsEdge's initiative
- Practicing Greatness - Commitment to ongoing spiritual, personal, and professional growth
- Living it Out - Strong commitment to living out WE mission, vision and values
- Building Teams - Seeks to make others better through development, leadership, collaboration, and healthy conflict resolution
- Coaching & Feedback - Willingness to be coached, evaluated, and held accountable