



Elder of Discipleship

Department: Elders
Reports To: Elder of Ministry Leadership
FLSA Status: Ecclesiastical Exempt
Work Hours: Full-Time
Schedule: Varied
Approved By: Elders

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

Mission

The Elder of Discipleship is entrusted with the task of understanding, supporting, and communicating Grace's mission statement, "To Engage and Evangelize our World and to Establish and Equip our People." This will be accomplished by overseeing a discipleship ministry that mainly includes the development of Grace Groups, the discipleship of selected and aspiring Grace Group leaders, and the nurturing of present Grace Group Shepherds.

Accountability

The Elder of Discipleship is an under shepherd of the Great Shepherd, Jesus Christ, and is immediately accountable to the Elder of Ministry Leadership.

General Assignments

Personal

- Confessing an assurance of salvation by grace through faith in God through Jesus Christ
- Agreeing with and supporting the EFCA Statement of Faith, as well as the positional documents of Grace
- Affirming the membership commitment of Grace and if not already, then moving toward membership status
- Growing in the grace and knowledge of Jesus Christ
- Seeking to be Spirit-led and empowered in every area of life and ministry
- Showing a faithful and teachable spirit
- Participating in weekly corporate worship, as well as an accountability relationship (e.g., Grace Group)
- Maintaining a healthy work/life balance

Pastoral

- Understanding, supporting, and communicating Grace's mission statement: "To Engage and Evangelize our World and to Establish and Equip our People"
- Preparing to preach and teach
 1. Sermons
 2. Lessons

- 3. Membership Class
 - Preaching and teaching
 - Planning for and presiding over corporate gatherings as needed
 - Officiating funerals and weddings
 - Shepherding
 - 1. Pastoral one-on-ones to crisis counseling
 - 2. Elder of the Day as assigned
 - 3. Grace Group Shepherds as assigned
 - 4. Members as assigned
 - 5. Sunday morning connections (over the course of both services)
- Participating on Elder teams
 - 1. Staff Elders
 - a. Weekly meetings
 - b. Bi-weekly one-on-one meetings with Elder of Ministry Leadership
 - c. Annual retreat
 - 2. Shepherding Elders
 - a. Weekly prayer meeting
 - b. Regularly scheduled ministry meeting
 - c. Annual retreat
- Completing administrative tasks
 - 1. Electronic and written correspondence
 - 2. Preparing and managing a budget
 - 3. Writing for The Briefing

Specific Assignments

- Grace Groups
 - 1. Administrate, nurture, and grow the Network
 - 2. Support and develop the Grace Group Shepherds
 - 3. Host training events
- One-on-One Discipleship
 - 1. To develop a vehicle for formal, two-person discipleship
 - 2. To train persons in this approach to discipleship
 - 3. To promote this approach of discipleship
- Outreach
 - 1. To encourage and equip the Grace Family in evangelism
 - 2. To serve as elder liaison to the Grace Partnership Committee

Personal and Professional Development

- Attend an annual conference/workshop
- Attend all Shepherding Elder and Staff Elder retreats
- Schedule and take an annual study week
- Schedule and take regular vacations
- Undergo an annual review administered by the Elder of Ministry Leadership

Education and/or Experience

- A bachelor's degree in a ministry related field (e.g., Bible, Theology, Christian Education); a master's degree is preferred
- A minimum of one to two years of work experience directly related to the duties and responsibilities

Chairman of the Executive Team Approval

Printed Name

Signature

Date

Administrator Approval

Printed Name

Signature

Date

Employee Acceptance

Printed Name

Signature

Date