

**Concord Church Position Description**  
**Job Title: Associate Pastor, Grow Groups**  
**Reports to: Director, Connections**  
**Updated: November 13, 2015**  
**Exempt (Ministerial Exemption)**

## **General Summary**

The Associate Pastor, Grow Groups shepherds small groups of believers together to experience, explore, and extend Jesus' truth, love and power through bible study sessions.

The Associate Pastor, Grow Groups exhibits the seven Core Values of Concord Church:

- ***Dedication to Personal Growth*** – Is intentional about personal development as a man/woman, believer, and a staff member. Ephesians 5:15-21
- ***Dedication to H.I.T. (Honesty, Integrity and Truthfulness)*** – Able to confront self and others by being truthful with a spirit of love. Ephesians 4:14-32
- ***Effective Communication*** – Communicates using the THINK methodology (is True, Helpful, Inspiring, Necessary and Kind). Psalm 15
- ***Servant's Heart*** – Will possess compassion for others and a kind spirit. Philippians 2:3-16
- ***Team Spirit*** – Supports the team by having a strong work ethic, being responsive to deadlines, exhibiting professionalism at all times, actively works to resolve any conflicts that arise, and is flexible whenever necessary. Galatians 6:1-7
- ***Loyalty*** – Committed to God's will, the Executive Pastor's vision, the church's mission and vision, follows leadership, and supports the entire team. 1 Peter 2:13-25
- ***Work hard, Play hard*** – Carries out job responsibilities with passion and completes the necessary tasks to accomplish the church's mission and vision. Proverbs 17:22

## **Essential Functions**

- Designs, plans, and leads the church's bible study programs in conjunction with the church's calendar of events.
- Provides formal and informal bible study training for staff, members, volunteers, and ministries.
- Evaluates and makes recommendations regarding teaching materials and methods used in bible study programs.
- Solicits feedback from staff, members, and volunteers on training, programs, events, and other matters.
- Nurtures community through relationship building and fun activities within bible study groups.
- Encourages potential bible study leaders to study, train, and undergo Small Group training.
- Attends Sunday school, worship services, weekly staff meetings, and other church events as requested.

- Attends and successfully completes all training required by Concord Church.
- Performs other duties as assigned.

### **Supervisory Responsibilities**

This position is an individual contributor with no direct reports.

### **Education and Experience**

This position requires a minimum of a Bachelor's degree in Theology, Christian Education, or Youth Ministry from an accredited college or university. A Masters' degree in biblical studies or divinity is preferred but not required.

This position requires a minimum of 3 years of experience as an ordained minister/pastor in a setting committed to reaching the unchurched and developing leaders. A minimum of 3 years of experience equipping Christ-followers to grow in maturity in their faith and fostering growth in community through small groups is required.

### **Physical Requirements**

This position primarily works in a typical office or sanctuary environment, is generally sedentary, and uses computers, calculators, phones, and other office equipment to draft documents, communicate with church staff, and fulfill other position duties. The position is required to walk, hear, speak, and stand to conduct sermons and minister to the members (both at the main church and at remote locations). Work is conducted in a fast-paced, rapidly changing environment. The ability to manage stress, build professional and collaborative relationships, and reason through both complex church business situations and profound personal crises that members may experience is required. A flexible schedule is required since this position requires evening and weekend work.

### **Travel Requirements**

This position is required to conduct services, visit church members, perform community outreach, and attend meetings away from the primary church location. A valid Texas drivers' license and acceptable motor vehicle record is required.

### **Concord Church Membership**

This position is required to be a member of Concord Church. Employees in this position are expected to sincerely hold the same religious [beliefs](#) as expressed by Concord Church.