Associate Pastor of Missions and Discipleship
Arlington Heights United Methodist Church, Fort Worth
www.ahumcfw.org
(effective January 1, 2020)

Reports to: Senior Pastor
Supervises: Director of Children’s Ministry; Third Space musicians
Status: Full-Time
FLSA: Exempt

Job Summary
The Associate Pastor of Missions and Discipleship has responsibility for shaping our mission work outside our church walls and nurturing members on a lifelong discipleship journey. He or she also shares pastoral responsibilities, including worship and congregational care, with other pastors on staff. This pastor preaches regularly in the Third Space service.

Essential Functions - Associate Pastor of Missions and Discipleship:
- Oversee Missions ministries of AHUMC
- Work with lay leaders of mission ministries to develop, promote and implement these ministries
- Oversee discipleship ministry for adults at AHUMC, including Sunday school and small group ministries
- Supervise part-time Director of Children’s Ministries
- Recruit, develop, and build relationships with adult volunteers
- Utilize church database to organize groups and provide communication
- Plan strategically for ministry by creating and responsibly utilizing a ministry budget
- Work with Senior Pastor to provide worship planning and preaching in Third Space

Other Responsibilities:
- Share pastoral responsibilities with pastoral staff, including, but not limited to: congregational care, worship leadership, strategic planning, and stewardship
- Participate in staff meetings and individual meetings with Senior Pastor
- Network in community to promote the ministries of AHUMC
Minimum Qualifications:
- Commissioned or Ordained Elder or Deacon in the United Methodist Church, or student working toward ordination in the UMC
- Demonstrated gifts and passion for preaching and missions

Physical Requirements:
- Able to walk approximately one mile a day without difficulty
- Able to lift 20 lbs.
- Able to walk up and down stairs

Core Competencies:
- Biblical Knowledge: Able to discuss and interpret biblical passages when applying scripture to life situations that members experience.
- Preaching: Is a skilled orator who is able to convey the gospel of Jesus Christ with relevance and adapt for specific worship settings. Is comfortable preaching and continually strives to improve their skills.
- Interpersonal Skills: Demonstrates the ability to lead others. Demonstrates the skills of active listening and openly accepts criticism. Productively engages and resolves interpersonal conflict. Holds others accountable in a spirit of love. Engages people positively, with a demeanor of optimism and abundance. Relates well and makes connections with children of all ages.
- Mission Ownership: Demonstrates understanding and full support of the mission, vision and the Wesleyan theology of Arlington Heights UMC. Can teach these values to others. Leads laity in his/her ministry area to identify unique mission and vision of that area, which is in line with the mission and vision of AHUMC.
- Attention to Detail: Consistently attends to the many small pieces which must be assembled into an organized whole; follow up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.
- Creativity and Innovation: Generates new ideas; makes new connections among existing ideas to create fresh approaches; takes acceptable risks in pursuit of innovation; learns from mistakes; has good judgment about which creative ideas and suggestions will work.
• **Informing Others:** Provides the information people need to know to do their jobs well; helps people understand the information and knowledge and its relevance to the task at hand; is timely and transparent in the sharing of information.

• **Initiative:** Enjoys working hard; is action oriented and energetic about worthwhile activities; not fearful of taking calculated risks; seizes opportunities; sets demanding but achievable objectives for self and others.

• **Integrity and Trust:** Is seen as trustworthy by others; practices direct, honest and transparent communication; keeps confidences; admits mistakes; doesn’t operate with hidden agendas; responds to situations with constancy and reliability.