

**Job Description for Associate Pastor
for Adult Discipleship and Care
First Presbyterian Church of Edmond, Oklahoma ("FPCE")**

Position Summary:

We are seeking a dedicated, energetic, and theologically grounded Associate Pastor for Adult Discipleship and Care. This full-time pastor will foster spiritual growth, nurture the congregation's faith, and provide and coordinate pastoral care to our members. The ideal candidate will possess a strong commitment to the Word of God, the Presbyterian tradition, and a passion for walking alongside people in their faith and life challenges.

Key Responsibilities:

1. Adult Discipleship:

- Lead and develop a comprehensive Adult Discipleship program that encourages deep engagement with Scripture, theological reflection, and personal transformation.
- Coordinate and oversee adult Bible studies, small groups, and educational events for Emerging Generations and older.
- Collaborate with the Director of Family Ministries to harmonize curricula between departments, share insights and resources, ensure that young persons and young families transition to other church ministries as they and their children age
- Provide leadership and support for adult education initiatives, including classes, retreats, and workshops.
- Work with the Pastor of Preaching and Teaching and other church leaders to ensure that discipleship programs align with the church's vision and mission.
- Promote spiritual formation and lifelong learning, creating opportunities for members to deepen their understanding of faith and theology.
- Equip and train volunteer leaders who facilitate small groups and educational programs.

2. Pastoral Duties:

- Collaborate with the Pastor of Preaching and Teaching and worship ministry staff to plan and lead worship services, especially those related to family and personal milestones such as baptisms, weddings, and funerals.
- Coordinate pastoral care and support to church members, particularly in times of illness, grief, and personal crisis.
- Offer counseling and spiritual direction for individuals and families, in collaboration with other pastoral staff and lay leaders.
- Be available for regular hospital visits, home visits, and prayer ministry.
- Foster a culture of pastoral care within the congregation, encouraging a community where members support one another spiritually and emotionally.

3. Leadership and Collaboration:

- Work closely with the Pastor of Preaching and Teaching, Executive Director, and other ministry staff, and lay leaders to create and implement a cohesive vision for discipleship and care within the church.
- Participate in church meetings, leadership teams, and committees as needed.

- Collaborate with the church leadership to set and pursue a vision for the congregation's health and growth.
- Oversee and support Emerging Generations and collaborate with volunteers to expand its scope and visibility

4. Community Engagement:

- Encourage and support the church family in living out their faith in the world through service and mission.
- Lead and encourage church members to make discipleship part of their daily lives, providing resources for personal Bible study, prayer, and outreach.
- Build and strengthen connections within the church community, helping to foster a welcoming and supportive environment for everyone.

Qualifications:

- Theological degree from an accredited seminary.
- Ordained or eligible for ordination as a minister of the Gospel of Jesus Christ of the Covenant Order Evangelical Presbyterians.
- At least 3-5 years of pastoral experience, including teaching, preaching, and pastoral care.
- Strong theological grounding with an ability to communicate complex ideas in accessible ways.
- Experience leading and developing adult education and discipleship programs.
- A heart for people and a passion for walking alongside others in their faith journey.
- Excellent interpersonal, communication, and organizational skills.
- Ability to work effectively as a leader and team member

Working Environment:

- This position requires regular office hours, as well as availability for evening and weekend commitments, including Sunday worship.
- The Associate Pastor will work closely with other staff members and lay leaders to foster a healthy and vibrant congregation.

Compensation:

- Competitive salary and benefits, commensurate with experience and qualifications.
- Other benefits, e.g., health insurance, pension, continuing education, paid time off.

How to Apply:

Please submit a cover letter, resume, and three references to Rick McGee at rmcgee@fpcedmond.org.

FPCE is an equal opportunity employer and values diversity in its staff and leadership. We encourage candidates of all backgrounds to apply.