



INDEPENDENT
PRESBYTERIAN CHURCH

Associate Pastor for Discipleship and Administration

Status: Full-time, exempt
Supervisor Sr. Pastor/Head of Staff

Principal Mission

Oversee and help grow the Discipleship ministries of IPC and assist the Sr. Pastor in leading and managing the staff and congregation.

Primary Responsibilities and Duties

- Support the Sr. Pastor in leading the church and staff.
- Collaborate with other staff and church leaders to develop a comprehensive plan for the faith development of our congregation.
- Spearhead adult discipleship ministries, including leading/teaching regular classes and Bible studies.
- Supervise other staff as assigned, including but not limited to the Directors of Children, Youth and Family Ministries.
- Work with staff to develop plans for individual and team development.
- Lead staff meetings and retreats as assigned.
- Resource relevant ministry teams and committees, including HR, Adult Ministries, Christian Education, Finance, and others as assigned.
- Train and equip church members for leadership roles.
- Work with other staff and members to develop, update and implement church policies and procedures.
- Lead worship as assigned, including preaching as called upon by the Sr. Pastor.
- Other clergy duties (weddings, funerals, sacraments, visitation, Session, etc.).
- Other tasks as assigned by the Sr. Pastor.

Qualities Needed

- Demonstrated commitment to Jesus Christ and his Church.
- Ability to manage staff and volunteers.
- Good skills in organization, time management, and planning.
- Deep knowledge and love of Scripture and Christian theology.
- Ability to teach and preach theology winsomely, faithfully and with passion.
- Ability to build relationships and show the love of Christ to others.
- Ability to pray with and for others comfortably.
- Ability to work well as a member of a team.
- Good communication skills, written and verbal.

Position Requirements

- Seminary graduate with M. Div.
- PC(USA) Ordination
- At least five years of ministry experience
- Previous management experience

Physical Demands and other information

Provide physical demands such as the following and other information as provided

- Able to walk through the facilities of the Church, Highland Hall, and Site Visits at other organizations.
- Able to lift up to 30 pounds.
- Kneeling, crouching, stooping, reaching, standing, sitting, ascending, and descending stairs.
- Visual acuity- close and distant vision and ability to focus with or without correction.
- Talking- expressing or exchanging ideas by means of the spoken word.
- Hearing- perceiving the nature of sounds at normal speaking levels with or without correction
- Ability to work occasional weekends when required

Applicants will be required to complete IPC employment screening, which requires disclosure of any history of criminal activity and/or sex offense. Upon preliminary selection of a candidate, IPC will conduct a background and DMV check, reference check, and pre-employment drug screen.

This position description should not be construed to imply that these requirements are the exclusive standards of the position. This position may include other duties and responsibilities as required.

IPC is an Equal Opportunity Employer and does not discriminate on the basis of race, sex, color, national origin, age, disability, genetic information, veteran status, or other protected category under the laws applicable to IPC.

About Independent Presbyterian Church

Independent Presbyterian Church (IPC), located in Birmingham, Alabama, is a member of the Presbyterian Church (U.S.A.) and the Presbytery of Sheppards and Lapsley. We believe God calls us to be a Christian community, actively engaged in transforming lives through our living faith in Jesus Christ and the power of the Holy Spirit. All are welcome and invited to worship here and to discover ways to grow your faith, serve in ministry to others, and build relationships through fellowship. Learn more at ipc-usa.org.

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To apply, please send CV or resume and cover letter to cejobs@ipc-usa.org.