GraceWay Church

Associate Pastor of Disciple-making

Job Description

Positioning Statement

GraceWay Church is looking for an Associate Pastor of Disciple-making who will help a warm, growing, Bible-centered congregation become more intentional in how it makes disciples. This is a builder role: a relational shepherd who creates clear pathways, shared language, and repeatable systems that move people toward maturity and multiply leaders. He will serve as a trusted ministry partner to the Lead Pastor, invest first in relationships, and over time help ministries that already work well begin working together. This is a strong fit for a humble, systems-minded pastor who loves God's Word, values long-term ministry, and wants to build something that bears fruit for years to come.

Position Overview

Title	Associate Pastor of Disciple-making
Reports to	Lead Pastor
Status	Full-time, salaried
Location	Prairie du Sac, Wisconsin

Purpose: The Associate Pastor of Disciple-making helps GraceWay become more intentional and unified in how it makes disciples. He builds a clear discipleship pathway for adults, develops leaders who can disciple others, and shepherds people with a pastor's heart. He serves as a ministry partner to the Lead Pastor and, after a season of onboarding, as a member of the Elder Board.

About GraceWay Church

GraceWay is a warm, multigenerational Evangelical Free Church (EFCA) in the Sauk Prairie area, with Sunday attendance above 300 across two services. The church is known for expository preaching, genuine hospitality, a strong volunteer culture, and a growing number of young families. GraceWay is debt-free and led by a caring elder team and a small, dedicated staff.

Mission: To develop and multiply fully devoted followers of Christ who love God intimately, love believers effectively, and love the lost compassionately.

Key Responsibilities

1. Build the discipleship pathway (primary focus)

- Develop a clear, church-wide discipleship framework with shared language and simple next steps that move people from participation toward spiritual maturity and multiplication.
- Help existing adult ministries connect to that pathway so they work together rather than independently.
- Grow intentional one-on-one and small-group discipleship, with particular attention to men and young parents.

2. Develop and multiply leaders

- Identify, recruit, equip, and encourage volunteer leaders and teachers, with special care for small group leaders.
- Create a repeatable process for raising up future leaders who can disciple others.

3. Shepherd and care for the congregation

- Provide pastoral care, visitation, and counseling, and help strengthen GraceWay's care and shepherding teams.
- Teach God’s Word in classes and groups, and preach approximately 4-8 times a year, with room to grow for a pastor gifted in preaching.

4. Partner with the staff and elders

- Serve as a thinking partner to the Lead Pastor on ideas, decisions, and ministry challenges.
- Encourage communication and shared ownership across ministry areas, including work with Children's and Student Ministries to equip parents and families.
- Serve on the Elder Board following an appropriate period of onboarding and evaluation.

5. Ministry support and administration

- Serve as the staff point person for the Properties Team, partnering with the team leader on projects, vendor proposals, and decisions, and attending team meetings as needed.
- Handle related administrative work, such as email, receipts, and expense tracking, along with other projects assigned by the Lead Pastor.
- Look for ways to make this work part of disciple-making by investing in the volunteers who serve alongside him.

Qualifications

Spiritual and character

- A born-again male disciple of Jesus who meets the biblical qualifications of an elder (1 Timothy 3:1-7; Titus 1:6-9).
- Spiritually mature, teachable, and humble, with a genuine shepherd's heart.
- Holds to the authority, inerrancy, and sufficiency of Scripture and fully embraces GraceWay's Statement of Faith, vision, and values.
- Will join GraceWay as an active member in good standing.

Ministry experience

- A proven ministry history in a local church setting.
- A track record of building discipleship systems or pathways that people use.
- Demonstrated ability to recruit, equip, and multiply volunteer leaders.

Skills and approach

- Systems-minded and organized: turns ideas into clear, sustainable processes.
- Relational and collaborative: builds trust across generations and works well alongside staff, elders, and volunteers.
- Prioritizes developing people while still managing programs.
- Self-motivated, with the patience to listen and learn before making major changes.
- Comfortable in an elder-led church and in a complementary role to the Lead Pastor.

- Able to teach Scripture clearly and faithfully, in keeping with GraceWay's commitment to expository teaching.

Education

- Bachelor's degree in a relevant field (Bible, Christian Education, Pastoral Leadership, or similar) strongly preferred. Seminary training is a plus.

What Success Looks Like

- **Year 1:** Build relationships. Get to know the congregation, staff, and ministry leaders, and learn what is working before proposing structural changes. Begin supporting small group leaders.
- **Years 2-3:** A shared discipleship pathway and common language are in place, more leaders are being developed, men's discipleship is growing, and ministries are working together in a collaborative environment for disciple-making.

Accountability and Flexibility

The Associate Pastor works under the supervision of the Lead Pastor. Specific ministry assignments, including which adult ministries he directly oversees and where he collaborates, will be confirmed by the Lead Pastor and elders and may be adjusted as the church's needs change.

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