

## *Adrian First United Methodist Church*

### **Director of Adult Discipleship**

#### **Position Responsibilities Overview for Interested Candidates**

*updated July 22, 2017*

#### Our Mission, Vision, and Purpose

*Mission: To develop new and maturing followers of Jesus Christ*

*Vision: The transformation of the Adrian community*

*Purpose: To share God's love with all persons in the Adrian community*

#### Necessary Qualities of Employee

1. Must have an active personal faith in Jesus Christ as Savior and Lord.
2. Must be active in a local church and have a commitment to the work of the local church.
3. Has a passion for Christian discipleship (faith-development and practice) and helping others to grow in the knowledge of Jesus Christ.
4. Has a passion/high commitment to growing small groups and making them a vital part of our overall strategy of adult discipleship.
5. Must effectively work well as part of a team (staff) as well as develop and lead teams of people in the area of adult ministries.
6. Be able to work as a servant leader under the guidance of the Lead Pastor, and be committed to the vision and mission of Adrian First United Methodist Church.
7. Self-motivated, organized, and able to fulfill responsibilities in a timely manner.
8. Desired/helpful Spiritual giftedness:
  - leadership
  - teaching
  - encouragement
  - pastor
  - wisdom

#### Areas of Responsibility & Oversight

1. Leadership development
2. Adult discipleship and practice (service)
3. Congregational care
4. Community outreach

#### Primary Goals of the Position:

1. To build up and equip people to be leaders in the church.
  - in fulfillment of **Ephesians 4:12-13** -- Their responsibility is to equip God's people to do his work and build up the church, the body of Christ. This will continue until we all come to such unity in our faith and knowledge of God's Son that we will be mature in the Lord, measuring up to the full and complete standard of Christ.
2. To disciple all post-high school adults to become committed followers of Jesus Christ who disciple others.

## Director of Adult Discipleship

### Position Responsibilities Overview

3. To lead and direct our congregation's ministry to/for adults from post-high school through their senior years. This includes both those already within the church and those in the community not connected to the church.

### Job Responsibilities Overview

#### **Leadership Development**

- Recruit and lead ministry teams of 3-5 people to help administer the ministry
- Recruit and train small group leaders, teachers, and others as necessary for the ministry
- Meet with group leaders and teachers for feedback and planning
- Oversee the ongoing development of lay visitors
- Keep a timely list of people and their giftedness as it relates to adult ministries

#### **Discipleship & Service**

- Be a "bridge" from our church to the community/culture outside of the church
- Develop and foster relationships with people outside of this church
- Pray for those under your spiritual care
- Work into the overall ministry strategy opportunities for adults to:
  - Develop their faith
  - Express/live out their faith
- Work with a team to provide ongoing opportunities for service, outreach, and mission to those outside of our congregation.
- Oversee programming for people in the larger community (eg., divorce recovery, etc.)
- New member orientation
- College and young adults

#### **Congregational Care**

- Develop and oversee ministry to the aging members of our congregation. This would include our lay visitation ministries.

#### **Management / Administrative**

- Set goals, objectives, and strategies which are in line with the mission and vision of the church
- Participate in weekly staff meetings
- Meet with lead pastor for purposes of planning and review
- Develop and submit annual budgets
- Maintain and develop policies as necessary to this area of ministry
- Work 40-50 hours each week
- Take full vacation
- Attend at least one continuing education course each year
- Engage in ongoing professional development

*see final details on next page*

## Director of Adult Discipleship

### Position Responsibilities Overview

**Reporting Relationship:** Reports to the Lead Pastor

**Experience and Education Requirements:**

- Candidate must have actual experience and be able to document effective leadership of adult faith-formation/discipleship in a local church.

**Hours:** Full-time

**Benefits:**

- Health Insurance
- Continuing education
- Paid vacation as outlined in the Employee Handbook

**Compensation:** competitive with churches within our demographics

To Apply or Inquire:

Email your resume with references and a cover letter to [jobs@adrianfumc.org](mailto:jobs@adrianfumc.org). Use the cover letter (don't worry about length) to explain your 'call' to adult discipleship, as well as something about your own faith.