

## **GOOD SHEPHERD LUTHERAN CHURCH**

**POSITION TITLE:** ADULT MINISTRY DIRECTOR

**REPORTS TO:** ASSOCIATE PASTOR

**HOURS:** 30, INCLUDING WEEKEND FLEXIBILITY

**FLSA OVERTIME STATUS:** NON-EXEMPT

**MISSION:** Employees of Good Shepherd Church support the church's mission statement through our position responsibilities. We each are committed to *Inviting everyone to walk together in the calling of Christ for a life of eternal impact.*

**PURPOSE:** The purpose of this position is to provide leadership for Adult Ministries. With pastoral support, this position works with the wide range of staff, ministry leaders, and volunteers. This position also serves as part of the leadership team that collaborates to create relevant evangelism, discipleship, fellowship, service, and worship experiences that engage people to grow their relationship with Jesus Christ.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The position's duties and responsibilities include, but are not limited to:

- Assists in the development, planning, implementation, and evaluation of faith development opportunities for adults.
- Assists in recruiting, mentoring, coaching, and appreciating volunteers and leadership teams in adult ministries in specifically assigned ministry areas:
  - Small Groups
  - Young Adult Ministry
  - Marriage Ministry
  - Growth Groups
  - Men's Ministry
  - Women's Ministry
  - 55+ Ministry
- Provides supervision for Adult Ministry staff:
  - Young Adult Ministry Leader
  - Small Group Ministry Coordinator
- Attends ministry events as appropriate.
- Collaborates with Mission Director to engage adults in mission opportunities.
- Collaborates with Children, Student, Preschool, and Special Needs ministry directors to foster an enterprise approach to disciple making across generational ministries.
- Attends meetings with pastoral supervisor and leadership teams.
- Coordinates and communicates activities with church staff, church members, and others in the community.
- Maintains and updates ministry files, databases, budgets, and program materials for various ministry areas.
- Ensures administrative needs of ministry are met by utilizing own abilities, recruiting volunteers, etc.
- Makes pre-approved purchases within allotted budget.

**KNOWLEDGE, SKILLS, AND ABILITIES:** Growing personal relationship with Jesus Christ, a commitment to the mission and core values of Good Shepherd Lutheran Church, and the ability to actively participate in our faith community. Good knowledge of discipleship models and ability to support and evaluate ministry activities within established guidelines. Strong organizational skills. Advanced communication and interpersonal skills. Strong ability to attract, develop, and lead individuals and/or ministry teams. Ability to teach theologically accurate messages in alignment with the core beliefs and values of the church. Proficient in Microsoft Office (Word, Publisher, Excel, and PowerPoint).

**EDUCATION AND EXPERIENCE:** Completion of a Bachelor's degree in related field and three to five years' relevant experience; or equivalent combination of training and experience. Ability to pass a background check is required.

**PHYSICAL REQUIREMENTS:** Reasonable accommodations may be made to enable individuals with disabilities to perform the

essential functions. This position is considered sedentary. It requires exerting up to 10 pounds of force occasionally to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting, walking, or standing most of the time.

**WORK ENVIRONMENT:** Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.

**ADDITIONAL REQUIREMENTS INCLUDING CERTIFICATES, LICENSES, REGISTRATIONS:** None.