

## ***JOB DESCRIPTION***

### **Director of Adult Discipleship**

**Reports to:** Managing Executive Director  
**Effective:** February 2018  
**Directly Supervises:** Ministries Administrative Assistant  
**Status:** Part Time (32 hours)  
**FLSA:** Non-Exempt

#### **Job Summary**

The Director of Adult Ministries will lead, manage, and nurture the adult spiritual growth pathways in an efficient manner that honors God and implements the church vision.

#### **Required Functions**

- Lead the ADULT GROWING MINISTRIES
  - Lead and develop existing Adult Growing (Intentional Discipleship) Ministries at St. James
  - Create and oversee New Adult Growing Ministries
  - Manage the adult discipleship pathway from the new members' class to participation in discipleship groups (Sunday School classes, small groups, Life Groups, etc.)
  - Recruit and Train group facilitators, including in person trainings and online trainings
  - Assist in the selection of curriculum and the maintenance of the church library.
  - Partner with the Director of Communications on the communication of group offerings and group updates
  - Lead and develop existing Adult Lifestyle Ministries at St. James
  - Oversee and update groups in the Church Database, includes groups reporting and attendance data
  - Create and maintain budget for Adult Discipleship ministries
  - Maintain a volunteer appreciation system with multiple touches throughout the year
  - Coordinate with other ministry directors to create a cohesive Disciple offering church-wide, including church-wide studies and family programming
  - Coordinate with ministry leads to assist in the execution of 301 ministry expo events

#### **Minimum Qualifications**

- Bachelor's degree or equivalent combination of education and experience; computer literate
- Previous ministry leadership experience and people management success
- Strong commitment to the Christian faith and to the theology of the United Methodist Church
- Willing to adhere to the St. James UMC Staff Policies and Statement of Ethics and to be loyal to the Senior Pastor, the SMT, and to St. James UMC Playbook

#### **Physical Requirements**

- Ability to speak/communicate clearly, both verbally and written, to individuals, small groups, and large groups

#### **Core Competencies**

- Strong staff and project management skills: includes Self-Motivation, Multi-Tasking, Organization, Delegation
- Strong interpersonal skills: includes Motivating Others, Connector, Relational, Conflict Resolution, Team Player