

## Ministry Position Description (Staff)

<b>POSITION TITLE:</b>	Director of Adult Ministries
<b>REPORTS TO:</b>	Senior Pastor
<b>DEPARTMENT:</b>	
<b>POSITION STATUS:</b>	Part time, 20 hours
<b>FLSA STATUS:</b>	Non-Exempt
<b>APPROVED DATE:</b>	October 2020

**VISION:** I acknowledge that I am part of a team of Virginia Beach United Methodist Church that is seeking to equip people to live with passion, power and purpose through our faith in Jesus Christ. I am an integral part of how that vision is expressed through my attitude, my service and my daily tasks. I will complete my ministry duties in such a way that helps others at VBUMC to deepen passion through prayer and worship develop power through study and small group involvement, and demonstrate purpose through giving, faith sharing, and serving.

**ORGANIZATIONAL PURPOSE:** The Director provides leadership in the growth of spiritual formation and discipleship of adults.

### ESSENTIAL FUNCTIONS:

- Develops and oversees adult ministries. Examples include: life groups, Bible studies, Marriage Enrichment, Senior Ministries and specialized classes such as Sisters in Christ, Holy Yoga, Mothers of Preschoolers, and Zumba.
- Recruits, trains, equips, and retains lay leaders to help facilitate life group opportunities.
- Provides support to adult Sunday School Classes and other groups including ordering of supplies, curriculum, and equipment as needed.
- Collaborates with other staff in the development of church-wide assimilation processes.
- Monitors budgetary expenditures associated with assigned ministries
- Attends weekly staff meetings
- Works collaboratively with other ministry directors and staff to create and execute church wide initiatives

### REQUIREMENTS:

- Bachelor's degree
- Experience working in a faith-based community (preferred)
- Biblical knowledge based on training and/or experience (preferred)
- Deeply committed Christian who reflects a godly lifestyle and displays evidence of growing spiritually
- Demonstrates integrity in both professional and personal interactions
- Demonstrates excellent stewardship of financial resources
- Strong organizational and administrative skills
- Ability to recruit and equip volunteers within the congregation and collaborate in the development of ministry

- Works effectively with pastoral and non-clergy staff in order to demonstrate effective team planning and ministry implementation
- Able to prioritize time and work efficiently and effectively on multiple projects simultaneously
- Demonstrates strong oral and written skills including assisting in the development of materials as needed
- Seeks to learn and improve; tracks professional best practices and keeps other staff aware of opportunities for development
- Demonstrates ability to teach small groups
- Reflects constructive problems solving ability and interpersonal skills for conflict resolution

I acknowledge that I have read and understand the scope of the ministry position and willingly abide by the vision and duties defined herein.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_