



JOB DESCRIPTION

Job Title: *Director of Adult Spiritual Growth*

Date of Last Revision: June 1, 2017

Purpose: The Director of Adult Spiritual Growth is a part-time position (20 hours a week) which is responsible for overseeing all aspects of the Adult Spiritual Growth ministry at Madison First United Methodist Church (MFUMC). Spiritual Growth includes, but is not limited to, all Sunday School and Bible Study, and Small Groups and all Affinity/Fellowship ministries (i.e., Prime Timers, Women's Ministries, Men's Ministries, College Ministry, etc.) for those 18 (out of high school) and older. The Director of Adult Spiritual Growth will partner with the WINGS team to engage adults in programs that will help grow their faith in Jesus.

Essential Job Functions:

I. Programing & Ministry

1. Work with the WINGS team and Executive Pastor to develop a proactive vision for MFUMC's Spiritual Growth ministry that supports the larger mission of MFUMC (set by the Senior Pastor).
2. Plan, administer and oversee all programming and ministry for spiritual growth ensuring that all we do is aligned with the overall spiritual growth vision.
3. Choose, prepare, and/or approve curriculum for all spiritual growth ensuring that the curriculum is aligned with, supports, and promotes the overall vision.
4. Be the staff lead for the Adult Grow segment of the WINGS ministry and attend the monthly WINGS meetings.
5. Work to ensure that all spiritual growth opportunities are clearly advertised/offered.
6. Work to grow congregation participation in spiritual growth.
7. Work with WINGS team to follow-up with adult newcomers to MFUMC.
8. Attend Sunday Worship weekly and be onsite during Sunday School weekly to oversee and support ministries as they happen.
9. Be available to work with the staff team onsite approximately 16 hours a week.

II. Administration

1. Recruit, train, schedule, supervise and encourage volunteers to lead spiritual growth groups.
 - a. Hold a minimum of two leader equipping events a year coinciding with the beginning of bi-yearly sign-up events.
2. Follow church ministry, planning, programming, communication, database, and financial policies. Train and lead ministry volunteers to do the same.
3. Ensure all spiritual growth ministries and leaders are communicated with weekly and that they have all necessary curriculum, materials, and space to meet.
 - a. This includes ensuring that group leaders know of events happening in the church, changes to the schedule, deaths/funerals, etc. Work to help group leaders share this information with their group members.

- b. Also, getting information from group leaders about what is happening in the group and any changes to group schedule, etc.
4. Maintain supplies and ensure that all meeting spaces are clean and prepared for use.
 - a. Walk these spaces at least once a week: tidy up as needed and report needed maintenance to Facilities Director.
5. Have a working knowledge of the vital statistics of each spiritual growth offering – who leads, who teaches and when, who the group members are, and the attendance statistics.

III. Team Culture Standards

1. Be present and attentive to the Spirit of God.
2. Grow spiritually and live a balanced life.
3. Demonstrate integrity in all things.
4. Support and pray for each other.
5. Be a team player – acting from what is best for the whole.
6. Strive for excellence in all things knowing that good is the enemy of great.
7. Engage in positive and life-giving communication.
8. Practice positive conflict resolution.
9. Seek out opportunities for growth and improvement.
10. Have fun.

Spiritual Leadership Standards: Once hired as a ministerial staff member at MFUMC, the following are required as they are also asked of laity:

1. Be an active member of MFUMC
2. Be involved in a small group
3. Possess the ability to witness
4. Give systematically and substantially to MFUMC (the tithe)

Additional Requirements:

Will be required to participate and attend church meetings, events, etc. before or after regular office hours.

Notice: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.