

LakeRidge United Methodist Church
Director of Adult Spiritual Formation
Job Description

Our Mission: Connecting Generations with Jesus to Impact our World.

Our Vision: Cultivating World Changers

Key Job Responsibilities:

- Manage and coach adult area ministry staff to develop specific goals and timelines for each ministry area aligned with the overall ministry plan of the church (Adult area staff include: Prayer Team; New Member/Hospitality; Pastoral Care; Singles; Missions)
- Implement a feedback loop to ensure that goals are achieved
- Coordinate Men's and Women's Ministry by building and resourcing lay leaders.
- Lead adult area team meetings and strategic planning sessions
- Train and direct staff to develop and empower lay leadership for all ministries.
- Facilitate staff and ministry teams to establish synergy and alignment with the vision of the church
- Work with Hospitality Director to refine and implement systems and processes for moving persons from first time guests toward becoming fully devoted followers of Jesus Christ (a seamless experience)
- Engage in leadership development and spiritual growth groups according to gifts and graces
- Insure that policies in employee handbook are followed. Review and approve requests for leave from direct report staff.
- Facilitate adult area ministry staff in developing budgets. Hold staff accountable to work within budget guidelines and policies.
- Recruit, train and resource leaders for spiritual growth groups
- Coordinate publicity and registration for spiritual growth groups including brochures, announcements, testimonies, etc.
- Recruit, train and resource leaders/teachers of Adult Sunday school classes
- Assist Lead Pastor by helping with other responsibilities as requested

Qualifications:

- Commitment to Jesus Christ as Savior and Lord
- Commitment to vision of LRUMC and creatively involved in its development and implementation
- Demonstrated capability in managing persons
- History of growing/ expanding/ multiplying a church or business
- Experience in resolving conflict
- Partner with Lead Pastor and other staff
- Integrity/ mutual confidentiality
- Lead effective, collaborative, productive team meetings

Appointment:

- A. Recommended by: Lead Pastor
- B. Approved by: Staff Parish Relations Committee
- C. Reports to: Lead Pastor