

JOB DESCRIPTION

WOODSIDE BIBLE CHURCH

6600 ROCHESTER ROAD TROY, MI 48085

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Position Title:	Director, Adult Ministries (Education, Spiritual Formation, Men's, and Life Groups)
Department:	Adult Ministries
Campus:	Troy
Date:	November 2021
Supervisor:	Adult Ministries Pastor
FSLA Status:	Exempt

Position Profile:

Under the leadership of the Senior Pastor, Executive Pastor of the Troy campus, and directly reporting to the Pastor of Adult Ministries and Spiritual Formation, the Director of Adult Ministries is primarily responsible for the spiritual formation of adults at Woodside Bible Church, Troy Campus. Major responsibilities include coordinating/leading Bible studies and events, working with the Adult Ministries team to strengthen Life Groups, and mentoring/discipling adults. This person will also serve to strengthen the church by training and equipping lay leadership teams that will help the adults of Woodside Bible Church help others Belong to Christ, Grow in Christ, and Reach the world for Christ.

Skill Set:

Possesses leadership, teaching and shepherding gifts that reflect the two greatest commandments (Mark 12:28-34) and the Great Commission (Matthew 28:18-20). Relationally gifted. Works well corporately and independently. Ability to provide leadership and guidance for multiple ministries. Builder of cooperative teams by working with Woodside Bible Church staff and volunteers. Capacity to plan, supervise, delegate, implement and evaluate ministries. Takes initiative. Effective communicator. Ability to multi-task large initiatives, while understanding the support systems needed to complete the task at hand. Biblically rooted and theologically literate. Consistently cultivates his relationship with God through worship, personal Bible study, prayer, service, and other growth opportunities, staying morally pure, mentally alert, and emotionally sound

Competencies:

- Budgets/Cost Control
- Congregational Gift Empowerment
- Evaluating and Implementing Ideas
- Inspiring and Motivating Others
- Integrity/Ethics
- Interpersonal Skills
- Managing Across Departments/Locations
- Multiplication
- Prioritizing and Organizing Work
- Servant Leadership
- Team Leadership
- Teamwork
- Up/In/Out Rhythms
- Using Computers and Technology

Experience Qualifications:

Bachelor's degree with a bible college/seminary degree from a theologically conservative institution is preferred. Ministry experience is very helpful with the preferred candidate having 3-5 years of experience.

Duties and Responsibilities:

General Responsibilities Under the direction of the Adult Ministries Pastor, the Director of Adult Ministries will oversee ministry at the Troy campus, specifically including:

- Adult Education and Spiritual Formation, Men's, and Life Groups ministry opportunities and leadership development
- Additional Adult Ministries including, but not limited to, Singles, Pre-marriage, and Marriage
- Builds and maintains a regional/national level network for Woodside in the area of Adult Ministries
- Cultivates strategies, coordinates teams, and develops leaders/teachers
- Oversees Adult ministry events (in corporation with WBC events planning staff), activities, budgeting and promoting - seeking to accomplish the church's mission of "Belong, Grow and Reach"
- Develops and maintains curriculum for Adult Ministries as needed
- Works with others to produce smooth "stage of life" ministry transition
- Ensures DNA and values of the respective ministries are healthily reproduced on a multi-campus level
- Grows vocationally by consulting experts, attending conferences, and reading leading authors, as well as seeking feedback

Pastoral Responsibilities

- Demonstrates love for Jesus and His Church
- Meets the qualifications of a pastor as 1 Timothy 3:1-7
- Serves the church with a shepherd's heart
- Assists with teaching and preaching the Word of God as needed
- Maintains confidentiality and discretion
- Provides basic pastoral care, counsel & spiritual direction within the respective ministry scope (formal care is administered under the direction of the Campus Pastor)
- Performs the pastoral duties of baptisms, funerals, weddings, communion services as needed

Leadership Development

- Desires to carry out Ephesians 4:12-13 for the Troy campus and Woodside Bible Church as a whole
- Recruits, trains, and gives ongoing support to ministry leaders: both staff and volunteers
- Builds consensus and integrates talents and gifts through ministry teams
- Works directly with the Adult Ministry Pastor to implement vision and strategies that move the church towards a desired future

Congregant Development

- Equips and prepares members and attenders for community, regional and global initiatives
- Assimilates attendees and members into the church's ministries and programs
- Recruits, trains, and gives ongoing support to lay volunteers

Spiritual Responsibilities:

- Ensures that all actions performed within the context of this job position accomplishes and furthers the mission, vision, and values of Woodside Bible Church (Belong, Grow, Reach).
- Incumbent adheres to the Statement of Faith as established and approved by Woodside Bible Church.
- Incumbent is a member in good standing, participates in praying, giving, serving, worshiping and attends special events as an active member of the church.

Disclaimers:

Other duties as required may be added or changed. This job description does not constitute a contract for employment.

PROPOSED REVIEWED BY		DATE	
APPROVED BY		DATE	
