

FIRST UNITED METHODIST CHURCH OF ALLEN

**POSITION DESCRIPTION**

POSITION TITLE: Director of Adult Discipleship

DEPARTMENT: Ministry Staff

REPORTS TO: Associate Pastor

DATE: April 2021

**POSITION SUMMARY**

The Director of Adult Discipleship provides leadership, direction, and oversight in opportunities for adults to grow in their discipleship in person or via digital platforms.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Recruit and equip volunteer leaders for Sunday school classes, small groups, and other discipleship groups, in person and online
- Provide dynamic leadership and oversight of virtual, digital and online related ministries
  - Develop and improve methods and tools for reaching people online.
  - Imagine and implement new digital ministries with the goal of growth in discipleship (prayers, presence, gifts, service, and witness)
- Support worship series by providing complementary studies or other events to small groups
- Work with the Communications Director to promote discipleship opportunities in the church and community
- Create and maintain ongoing communications with small groups
- Develop and provide leadership to short-term studies and other special events
- Catalog and distribute spiritual resources. Locate and assess new curricula, with special attention to programs unique to online ministries.
- Oversee church library maintenance.
- Launch new small groups (short and long-term)
- Manage the Adult Ministry budget
- Develop relationships with newcomers to help them assess where they are on their spiritual journey, make recommendations for small groups or studies to help them continue to grow in faith
- Participate in weekly staff meetings, Administrative Council meetings, and other meetings as required.
- Stay current on topics and issues relating to Christian formation and apply knowledge to development of curriculum and programming
- Seek professional growth opportunities through conferences and educational programs as well as personal spiritual growth including worship, Bible study, and prayer.
- Other duties as assigned.

**EMPLOYEE ACKNOWLEDGEMENT**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date