



## ADULT MINISTRIES DIRECTOR

<b>Status:</b>	Full-Time
<b>Supervisor:</b>	Lead Pastor
<b>Date Prepared/Revised:</b>	October 2020
<b>Work Week:</b>	Sunday through Thursday
<b>Hours:</b>	40-45 hrs/wk

### BIG PICTURE

**Mission:** To help lead people into a growing relationship with Jesus Christ.

**Vision:** To create a church that unchurched people love to attend.

#### Key Attributes:

- Mature: Has a growing and vibrant relationship with Jesus Christ
- Honest: Can be trusted to do what they say and say what they mean
- EQ: Relationally connects well with different people
- Hungry: Driven to accomplish tasks and reach goals
- Humble: Puts others first and isn't consumed with getting credit

#### Staff Values:

- Open-handedness- How are you choosing to hold tightly to God and loosely to everything else?
- Replacing Yourself- Who are you apprenticing and/or mentoring?
- Making It Fun- How are you making Anthem an enjoyable place to work?
- Collaboration- How are you leveraging the talent and skills of staff outside your area?
- Celebrating Others- What are you doing to appreciate others and be generous toward them?
- The 2%- What are you doing to pursue excellence in your area?
- Rhythm and Balance- Who are you managing your time and taking care of yourself spiritually, physically, relationally, financially, and emotionally?

#### Preferred Skills and Knowledge:

- Experience in community through NPMI or another church with a similar groups model for at least 3 years
- Proficient at creating and improving organizational systems
- Adaptable to shifting priorities and solving problems
- Effective at written and verbal communication
- Passionate about creating authentic relationships
- Have one or more of the following spiritual gifts: leadership, discernment, exhortation,



teaching, and pastor/shepherd.

- Preferred seminary degree

## RESPONSIBILITIES

### Job Summary:

To provide leadership to an expanding network of small groups, mentoring systems, and environments designed to help the adults of Anthem Church pursue healthy relationships and spiritual growth. This involves setting strategic direction in coordination with the Anthem Church Executive Leadership Team and overseeing the development of AME staff to lead and implement ministry systems in Groups, Care, Starting Point, Assimilation, Be Rich and the Gallery.

### Ministry Area Responsibilities:

- AME Leadership (40%)
  1. Lead and develop AME staff (if applicable) in their various ministry roles.
  2. Serve the adults of Anthem Church by helping them connect into all adult ministry environments for the purpose of pursuing healthy relationships and spiritual growth.
  3. Inspire adults at Anthem Church towards full engagement (connect, serve, invite, give).
  4. Set strategic direction for growth of ministry areas over time.
  5. Provide guidance for AME events (Theopraxis, Group Launch, etc.).
  6. Create and manage yearly budget for department.
  7. Innovate new ways to digitally disciple and connect with adults.
- Leader Development and Recruiting (40%)
  1. Develop an expanding network of equipped group leaders.
  2. Cast vision for group involvement in the context of our beliefs around spiritual growth, as well as, the mission and vision for our church.
  3. Equip and encourage volunteer leaders and apprentices around our 3 vital relationships and the 8 leader essentials.
  4. Monitor the health, effectiveness and duration of groups.
  5. Be available to minister and serve volunteer leaders and apprentices.
  6. Recruit New Volunteer Leaders
    - Interview all new volunteer leaders in preparation for each Group Launch event.
    - Assist in identifying apprentice leaders within existing groups.
    - Constantly recruit new volunteer leaders.
  7. Oversee Multiplication
    - Cast vision for multiplication and how it relates to our church's mission and vision.
    - Track group progress through 12-18 month duration.
    - Identify apprentices and begin developing them in preparation for leadership.



- Encourage multiplication of groups.
- Administration (20%)
  1. Manage notes from meetings with leaders.
  2. Verify accuracy of group information.
  3. Ensure timely follow up after each Group Launch event.
  4. Receive and respond to initial group interest from Sunday morning experiences, website communication, social media inquiries, events, and office contacts.
  5. Oversee execution of quarterly group leader appreciation initiatives and regular group leader communication.

Adult Ministries Director Signature: \_\_\_\_\_

Lead Pastor Signature: \_\_\_\_\_

Date: \_\_\_\_\_