

## **Director of Adult Christian Education and Discipleship Job Description**

First United Methodist Church  
Marion, Iowa

Objective: To plan, develop and implement a biblically based growth-oriented, diverse and comprehensive Christian Education and Disciple building program for adults. The program must include; study, spiritual formation day or weekend retreats, fellowship and service-based ministries.

### Desired Personal Profile:

- A strong leader/teacher/mentor who is able to create a biblically based vision for leading our adults into a personal relationship with Jesus Christ.
- Strong moral and ethical character, with a strong personal faith in Jesus Christ, grounded in Biblical knowledge.
- Willing to support the Pastor(s) as they lead in growing the ministry.
- Strong organizational skills.

Position Type: Part Time (20 hours per week).

Education: Participate in continuing education workshops to maintain professional credentials.

Accountability: The Director of Adult Christian Education and Discipleship reports to the Pastor of Youth and Mission.

### Responsibilities:

- Direct the planning, scheduling, and organization of Sunday School and Wednesday evening events for adults of all ages, which culminate in building adults who both participate in and lead a mission-minded adult ministry.
- Develop adults into Christian leaders of our youth and children through specific ministries.
- Provide “personalized” and/or niche ministry to our current and emerging adults by continuing and renewing classes and/or learning and fellowship opportunities throughout the week for: Marriage, Rearing Children, Evangelism and other Christianity classes.
- Creatively teach biblical principles.
- Create a focal point and provide a nucleus for all adult conference-based ministries (i.e. PK, Women of Faith, Emmaus, Marriage Encounter, and others)

### Responsibilities – continued:

- Build/train/empower/encourage a fellowship of volunteers to work in all areas of adult ministry responsible for the following.
  - Curriculum Writing Team- a team of dedicated individual who share ideas and expertise about curriculum development.
  - Space Design Team- continues transformation of the Sunday School Adult rooms.
  - Workshop Coordination Team- recruits Adult leaders and makes sure all supplies are on hand.
  - Support, and Appreciation Team – Supports the Adult teachers, educational volunteers, and other Youth Leaders.
  - Recruiting and Training Team - Recruits and trains Adult teachers, educational volunteers, and other Adult Leaders.

### Administrative Responsibilities:

- Attend regular educational staff and church staff meetings, including Church Council.
- Attend Bible study.