

## **Montgomery Community Church Job Description**

- Title:** Adult Discipleship Director
- Classification:** Salaried Exempt, full-time 40–50 hours a week
- Benefits:** As indicated in the Employee Handbook
- Purpose:** The primary purpose of this Senior Leadership Team position is to ensure ongoing support, development, expansion, and refinement of key adult discipleship programs that guide and encourage people to deepen their personal relationship with Jesus. The key programs include Groups, Discipleship, Prayer and Care ministry components.

### **Responsibilities**

#### **General**

- Develop strategy and oversee pathways for all aspects of Adult Discipleship programming
- Develop and lead a Disciple making program for MCC
- Provide leadership to foster relationships, focus and refine the staff, and volunteer efforts in Discipleship, Groups, Prayer and Care
- Provide communications continuity from key volunteers and Adult Discipleship staff to the Senior Leadership Team

#### **Operations**

- Actively participate in Senior Leadership Team meetings by Zoom or in person
- Approve/ensure ongoing Adult Discipleship communications of Group, Discipleship, Prayer and Care progress, and program events to the congregation

#### **Staff Supervision**

- Mentor ministry staff to empower, encourage, and enable their development and growth in their assigned areas of ministry
- Develop and effectively communicate performance expectations, develop appropriate accountability processes, conduct performance reviews at least annually, and create professional development plans for each direct report
- Understand and operate within the policies and processes outlined in the Employee Handbook to ensure consistent application throughout the church
- Provide pastoral care to the Adult Discipleship staff

#### **Lay Leaders and Volunteers**

- Recruit, equip, disciple, coach and supervise ministry lay leaders and volunteers so they may grow like Christ and effectively use their giftedness in God's church and accomplish missional goals

## **Financial Management**

- Provide input and assist with the creation of the Adult Discipleship budget which is fully integrated with the church's vision and strategies
- In the spirit of stewardship, manage labor and spending within approved budgeted parameters and monitor spending at least monthly

## **Other**

- Occasionally, as assigned by the Lead Pastor, teach/preach in worship services.
- Convey MCC's Christian message and carry out its mission by exemplifying and promoting biblical values and fostering life-giving relationships with congregants, visitors, vendors, and other staff, while serving in this ministry role. Such actions include offering prayer, encouragement, and comfort in both personal and work relationships, leading others toward Christian maturity and, as applicable, faithfully teaching the Word of God
- Give full commitment in work and deed to support the faith tenants and cultural expectations of MCC
- Foster high levels of cooperation and effectively work in a team environment(s) with quality relationships and respect for each member's giftedness and unique abilities
- Proactively grow and develop leadership gifts through training opportunities.
- Ability to work with a teachable heart, good attitude, and unified spirit
- Other duties as assigned within the Adult Discipleship area

## **Performance Expectations**

- Strategically build Adult Discipleship programs, curriculum, and events
- Clarify and enhance Discipleship pathways
- Build lay leadership pathways

## **Qualifications**

### **Knowledge and Experience**

- Meet the character qualities of a spiritual leader as in I Timothy 3 and Titus 1
- Agreement with MCC Constitution, Beliefs Statement, Mission, and Vision
- Candidate should be married with children and openly demonstrate discipleship within his/her home
- Master's Degree in Bible, Christian Education, Ministry or related field required; with at least 3 year's demonstrated leadership and experience on a large church staff leading in the spiritual formation area of adult and family education is required.
- Knowledge of developmental and faith stages for adults and the ability to strategically choose and implement appropriate programming for those stages is essential
- Pursue an intimate relationship with Christ with intensity, passion, and single-minded commitment

- Model a life surrendered to Christ and lives the message He teaches including an active prayer life.
- Committed to evangelism proven by teaching, lifestyle and support of missions
- Presence and charisma, necessary to be one of the primary faces of MCC to both the congregation and the local community
- Team-building skills, strong organization and self-initiative, follow-through, task orientation, ability to *see the big picture*, strong coaching, empowerment, and leadership skills, exceptional relational ability

### **Personal Characteristics/Skills**

- Relational servant leader with the ability to create a positive intentional discipleship culture
- Shepherd's heart with a humble and teachable spirit in addition to the ability to motivate staff to deliver exceptional results
- Applies biblical doctrine and leads change in a dynamic environment with an emphasis paced on diversity and women in ministry.

### **Spiritual Gifts**

- Leadership
- Teaching
- Discernment
- Organization

Reports to Lead Pastor for Discipleship strategy, Executive Pastor for Operations