

### Personnel Committee

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Position Title: Pastor of Adult Ministry  
Reports to: Senior Pastor  
Status: Full-time, evenings and weekends required  
FLSA Classification: Exempt  
Creation/Revision Date: 9/1/09, 5/22/18

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### SUMMARY

The purpose and role of the Adult Ministries Pastor at CBC is to oversee the assimilation of individuals into the community of believers at CBC and help individuals become more like Christ through growing, meaningful relationships fostered in Adult Life Groups (Men's, Women's, Couples and Sunday mornings).

**Adult Ministries Department Purpose Statement:** *Adult Ministries at CBC exists to create healthy, Christ-centered environments in which adults can connect for the purpose of Loving God, Loving Others, and Reaching Out.*

### ESSENTIAL FUNCTIONS

#### Leadership

- Provide vision and direction for Life Group directors, coaches, and leaders
- Train, disciple and shepherd Life Group directors, coaches, and leaders
- Develop new Life Group directors, coaches and leaders
- Launch new Life Groups
- Provide guidance and oversight to keep Life Groups focused on purpose and mission
- Oversee Assimilation and First Impressions teams
- Oversee Adult Ministry programs and events (i.e. Men's Retreat) that help adults Love God, Love Others, and Reach Out
- Provide pastoral care to Life Group leaders, coaches and directors
- Give direction to the Women's Care Director and Administrative Assistant for Adult Ministry

#### Participation as Pastor and Elder

- Serve on Elder Team
- Serve on Ministering Staff Team
- Preach as directed by the Senior Pastor
- Officiate weddings and funerals as requested
- Other pastoral duties as assigned by the Senior Pastor

### EXPECTATIONS

- Will live out and model qualities listed in 1 Timothy 3:8-13
  - Will lead or participate in a Life Group
  - Will model and develop servant leadership
  - Will be a team player that reflects the humility of Christ
  - Reflect the grace and truth of Jesus
  - Values authenticity in relationship
  - Will minister out of the overflow of walk with Christ
  - Disciplined in prayer and time in the Word
  - Passionate about discipleship, and seeing God's people fulfilling the Great Commission
  - Teachable spirit and submissive to leadership
  - Must be in full agreement with CBC's doctrinal statement, constitution and by-laws
  - Model Loving God, Loving Others, and Reaching Out
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### **QUALIFICATIONS**

To fulfill this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made.

#### **Education and/or Experience**

Prefer a bachelor's degree in Bible along with ministry experience.

#### **Other Skills, Abilities, and/or Training**

- Proven success in discipling, shepherding, and mentoring spiritual leaders
- Demonstrated good working relationships with multiple-member staff
- Demonstrated inspirational, servant leadership
- Demonstrated ability to work well with a committed elder team
- Must be a mature, growing disciple of Jesus Christ who demonstrates His character in his relationships with people and whose life and behavior gives evidence of the fruit of the Spirit as outlined in Gal. 5:22-26
- Must have experience in teaching, training and equipping leadership
- Should have the ability to teach and communicate clearly to groups
- Must be in full agreement with CBC's doctrinal & constitutional statements, work in cooperation with CBC's present philosophy of ministry, and be committed to CBC's core values of loving God, loving others, and reaching out
- Should be able to fulfill and satisfy any additional requirements as referenced in the CBC Employee Handbook

### **PHYSICAL DEMANDS**

- Regularly required to remain seated in a normal position for long periods of time
- Occasionally required to stand for long periods of time
- Regularly required to move about
- Regularly required to climb stairs and/or ladders
- Regularly required to maintain balance while walking, standing, crouching, or running
- Occasionally required to stoop, kneel, crouch, and/or crawl
- Occasionally required to reach up and out with hands and arms
- Regularly required to talk and hear; verbally express information or instructions
- Regularly required to use hands to grasp objects, type, pick up objects, move objects, or hold objects
- Occasionally required to lift up to 25 pounds and carry a distance of 10 feet
- Occasionally required to push and/or pull up to 25 pounds a distance of 10 feet

### **VISION REQUIREMENTS**

To successfully perform this position, individuals must possess the following:

- Close vision (clear vision at 20 inches or less)
- Depth perception and the ability to judge distances and spatial relationships
- Adjustable focus
- Ability to distinguish colors

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job.

The individual is regularly exposed to indoor conditions and moderate noise level; the individual is occasionally exposed to outdoor weather and temperature extremes.

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