

Minister With Adults/Administration

Objectives

Developing and leading a compelling discipleship ministry designed to enable adults to grow in Christ-like maturity; to coordinate the work of our ministries and committees to better fulfill the mission of Piney Grove Baptist Church.

Reports to Senior Pastor

Relates Closely With

Ministerial Staff

Church Administration Team

Adult Ministry Leaders such as:

- JOY Senior Adult Ministry
- Journey Group Home Bible Study
- Adult Sunday School
- Missions Committee
- C.A.R.E. Ministry

Committee Leaders (Chairs)

Hours- Full Time

Responsibilities

- Develop and lead ministries that target Christ-like maturity in men and women in four essential areas of discipleship development.
 - **Christ-like understanding:** Developing and leading a ministry that guides members to maturity in Biblical understanding.
 - **Christ-like relationships:** Developing and leading a ministry that promotes Christ-like maturity in all relationships: with God, in the home, in the church and in the world.
 - **Christ-like service:** Developing and leading a ministry that enables members to discover, develop and demonstrate gifts and abilities in Christ-like service to build up the church and reach the world.
 - **Christ-like integrity:** Developing and leading a ministry that encourages, supports and provides personal accountability through one on one or small group ministry.

- Provide general direction, oversight and coordination for the work of our various adult ministries and committees.
- Plan, coordinate, conduct and evaluate training events and projects for adult ministries and committees.
- Prepare annual budget request and work with the finance committee to provide consistent administrative oversight of adult ministry and committee budget.
- Keep consistent office hours as determined by the Pastor and Personnel Committee.
- Communicate with and provide reports to members on a regular basis through church bulletins, newsletters, assembly announcements, special mailings, and business conference reports.
- Participate in regular training activities for professional growth as agreed with the Pastor.
- Meet regularly with the Pastor and ministerial team to discuss directions, concerns, opportunities, and accomplishments.
- Perform such other administrative or ministerial duties as deemed advisable by the Pastor.
- Carry out responsibilities according to the church's constitution and by-laws.
- Work with appropriate committees to oversee the maintenance of our facilities.

Qualifications and Skills

- Have a demonstrated Christ-like heart for people.
- Demonstrated Christ-like maturity in Biblical understanding, relationships, giftedness and integrity.
- Demonstrated giftedness in leadership, administration, counseling and coaching skills.
- Commitment to confidentiality and professionalism.
- Must be in essential agreement with Piney Grove's vision and theology.
- Must be willing to submit to a background check.

Education and Experience

- Master of Divinity degree, preferably with a concentration in Christian Education from an acceptable accredited preparatory institution.
- Preference given to those with previous experience in a staff ministry position.