

Woodlake United Methodist Church

Our mission is to make the love of Jesus accessible to all, even if it means digging a hole in a roof! (Mark 2:1-12)

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|---|------------------------------|-------------------------|---------------------------|
| Position Title: | Director of Adult Ministries | | |
| Department/Group: | Adult Ministries | Position Type: | Exempt, Full time, 40 hrs |
| Location: | Woodlake UMC Campus | Travel Required: | As needed |
| Position Description | | | |
| <p>The Director of Adult Ministries is responsible for engaging the adults of Woodlake UMC in classes and small groups that help them traverse their discipleship path.</p> <p>ROLES AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Oversee the development and execution of a comprehensive Discipleship Path for all adults, regardless of their spiritual starting point, that helps them grow closer to God <ul style="list-style-type: none"> • Develop curriculum and start new classes and small groups, as needed • Use state-of-the-art tools and technologies for adults to find groups; explore opportunities to create new classes and groups that align with the unmet needs of our congregation • Recruit, train, and develop small group leaders. Enforce high standards. Promote leadership multiplication by equipping small group leaders to train and develop future leaders within their groups • Manage and oversee Adult classes and small groups: <ul style="list-style-type: none"> • Schedule classroom space in coordination with the church administrator • Manage budget, order curriculum, request childcare, and collect book and childcare fees • Maintain accurate attendance records of all adult discipleship groups • Oversee Tuesday Night Dinner • Facilitate a class or small group, as needed • Collaborate with the Volunteer Coordinator to recruit, train, and appreciate volunteers in all ministry areas. • Stay on top of trends in adult discipleship and be a thought-leader within staff to help WUMC adults grow in all areas of discipleship (worship, small group, serving, giving, and outreach) • Coordinate with NextGen Ministries to ensure consistent processes, policies, and procedures across the age-based ministries of the church <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <ul style="list-style-type: none"> • Bachelor’s degree in Education or Christian Education is preferred • 1-3 years’ professional experience (e.g., developing or writing curriculum) is preferred <p>PREFERRED SKILLS</p> <ul style="list-style-type: none"> • Strong communication and relationship-building skills • Strategic thinking and leadership • Demonstrated ability to recruit, train and motivate volunteers • Empowerment, coaching, and development of laity | | | |
| DISCIPLESHIP EXPECTATIONS | | | |
| <p>We expect our staff to be engaged disciples of Jesus Christ. At Woodlake UMC, discipleship is based on the following five words.</p> | | | |

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| WORSHIP | GROW | SERVE | GIVE | SHARE |
|--|---|--|--|--|
| <ul style="list-style-type: none"> • Attend weekend worship 42 times a year • Practice gratitude daily | <ul style="list-style-type: none"> • Engage in a small group or class at least one time per year • Practice gratitude daily | <ul style="list-style-type: none"> • Serve one per month (inside or outside Woodlake UMC) • Perform daily acts of kindness and justice | <ul style="list-style-type: none"> • Give financially to the church with the goal of tithing • Practice generosity daily | <ul style="list-style-type: none"> • Invite 5 people to Woodlake UMC each year • Prepare daily to share your faith |

ADDITIONAL NOTES

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is regularly required to talk or hear. The employee must regularly lift and /or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

REVISION HISTORY:

- Added Tuesday Night Dinner and Volunteer process 10/2022
- Moved to new template, addition of discipleship expectations, reviewed with incumbent 9/2020