**JOB DESCRIPTION**

Job Title: Director of Adult Ministries

Hours: 40 Hours per Week

Primary Job Location: Christ Church Episcopal, Greenville, South Carolina

Date Revised: September 2020

**Ministry Summary**

Consistent with all other positions at Christ Church, the goal of this position is to “Embrace, Equip, and Empower Apostles to Serve Jesus Christ.”

The Director of Adult Ministries will meet adults (ages 35-65) where they are spiritually and help them move through the stages of faith, so they become equipped and empowered apostles.

The duties of the office will be performed with a focus on teamwork, service, communication, collaboration, and engagement with staff and parishioners alike to foster an environment of Christian service with an emphasis on ways to continuously improve.

**Essential Job Functions and Primary Responsibilities-**

* With the Adult Council, coordinate, communicate, budget, plan, recruit, train and resource leaders to provide Adult Sunday School, Bible Studies, Small Groups, Parish-wide and Men’s and Women’s Ministry events, and Diocesan and Episcopal Church opportunities.
* Help adults in the parish feel comfortable with the technology needed to attend classes and activities.
* Develop appropriate relationships with adults, integrating them into the ministries of the parish, while providing and connecting them to resources and Pastoral Care.
* Create a bridge of leadership development and transition programs in collaboration with the Director of Young Adult Ministries and the Director of Senior Adult Ministries.
* Learn the newest trends in formation while also curating content and resources such as books, programming, and videos for classes and groups.
* Maintain an accurate database of adults and their contact information.
* Perform other duties as assigned by the rector or his designee.

*The* *Director of Adult Ministries*’ *duties and responsibilities outlined above may be changed or altered as parish needs change and/or at the discretion of the Rector or Wardens of the parish.*

**Reporting Relationships**

This position reports to the Senior Associate Rector.

**Other Key Relationships**

**Internal:** Rector, Faith Development team, Adult Council, Church Staff, Vestry, Parishioners

**External:** Diocesan leadership, David’s Table, and FORMA

**Required Competencies**

* Must be a practicing Episcopalian
* Computer literate with knowledge of MS Office and the ability to learn new software quickly
* Must pass background/drug/motor vehicle screening
* Must have completed Safeguarding God’s People training within the last 5 years or complete it within 6 months of hire date
* Must be able to operate a 15 passenger bus with insurance and a safe driving record.

**Required Minimum Education and Experience**

* Bachelor’s Degree
* Experience in event planning, team leadership, and/or non-profit program management
* Experience with group facilitation and public speaking
* Experience in group coordination and small group facilitation

**Personal Qualities**

* Lives out his/her faith and actively seeks growth opportunities
* Self-motivated, organized, detail-oriented and able to prioritize, plan and manage multiple tasks
* Lives into the Church’s Core Values of Inviting to All, Grateful, Faithful, Compassionate, and Community
* Excellent verbal and written communication skills
* Excellent interpersonal skills and collaborative management style
* Excels at operating in a fast-paced, diverse community environment
* Excellent people manager, open to direction and commitment to task completion
* High comfort level working in a fluid environment
* Creatively envisions new ministries and new possibilities for existing ministries
* Seeks continuous improvement of self and the ministry
* Able to work flexible hours, including evenings and weekends

To apply for a position, send resume and cover letter to [rcuddy@ccgsc.org](mailto:rcuddy@ccgsc.org). For additional information, please call the Parish House at 864.271.8773.