

First United Methodist Church

Job Title: Director of Spiritual Growth

Reports to: Senior Pastor & SPRC

Purpose: Develop, maintain and guide the spiritual growth for the church. Recruit, train and mentor the “coordinators” for each area of spiritual formation. Including: Adult, children and youth education programs; Small Groups, Senior Ministry, Women’s and Men’s Ministry and Nursery.

Duties and responsibilities include, but are not limited to:

- Working with the senior pastor, develop and maintain the adult, youth and children’s education program.
 - Recruit and supervise the teachers for classes.
 - Responsible for education curriculum
 - Design marketing materials for classes.
 - Assist with purchasing materials for classes.
- **Oversee and evaluate the Children’s Ministry.**
 - Working with the Children’s “Coordinator” design and maintain the Children’s Ministry Program.
 - Mentor and train coordinator.
 - Working with the Vacation Bible School Coordinator to design a program each summer with a goal of outreach, spiritual growth and increasing attendance in year-round Sunday School program.
- *Oversee and evaluate the Youth Ministry (subject to Associate Pastor)*
 - *Working with the Youth “Coordinator” design and maintain the Youth Ministry Program.*
 - *Mentor and train coordinator*
 - *Confirmation, Youth Mission Trips & Camps, Fellowship Activities*
 - *Counseling and Listening to Youth*
- **Build and oversee the Small Group Ministry.** Recruit a coordinator to manage the program. Mentor and guide the coordinator.
- *Build and oversee the Senior Member Ministry. (Subject to Assistant Pastor) Recruit a coordinator to manage the program. Mentor and guide the coordinator.*
- Working with lay members, develop church events, including: seasonal programs; intergenerational events; and others as identified.
- **Oversee the Nursery.** Recruit a coordinator to manage the staff or volunteers and program. Mentor and guide the coordinator.
 - Design and maintain a youth worship program for acolytes, communion, usher assistants and other areas as identified.
 - Hire and dismiss subordinates with approval of Senior Pastor. GB as SPRC breaks ties.

Qualifications include, but are not limited to:

- Bachelors in Theology or Christian Education, church management, relevant coursework required, or relevant experience. Preferred Masters in Theology or Christian Education.
- 5+ years of spiritual development experience in a church, non-profit or service organization.
- Must be able to lift a minimum of 25 lbs.
- Must be able to travel (valid driver's license) and make personal visits.
- Must be able to pass UMC approved background check.

Required Skills:

- Leadership/management skills and delegation
- Planning and organizing
- Communication skills (Written, Social Media, Verbal)
- Ability to mentor team and develop staff
- Team Building
- Confidentiality
- Conflict resolution
- Ability to set and meet deadlines

Direct Reports:

- Stewardship
- Adult
- Youth
- Children
- Nursery
- Small Group
- Seniors
- Vacation Bible School
- Intergenerational Events
- Youth Worship Help
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Revised: 7-16-17