

Job Description – Minister of Spiritual Development

Principal Function:

The Minister oversees the learning and teaching experiences of the adult members of the congregation so that they grow in their understanding of the gospel and become better equipped for daily living as faithful disciples of Jesus Christ. The Minister leads the adults to understand the importance of lifelong growth and learning as Christian disciples.

List of Responsibilities:

1. Lead the church in planning, conducting and evaluating a comprehensive, well-rounded, multifaceted Christian education and spiritual formation program for all adult age groups and stages of faith, including but not limited to, Sunday School, Wednesday night Bible studies, small group studies whether on or off-campus, study seminars, retreats, and adult mission education groups.
2. Develop and coordinate a program of teaching and leadership recruitment for the church's adult education and spiritual development program.
3. Develop and coordinate a training and support program for adult teachers and leaders.
4. Serve as a resource for curriculum materials and innovative educational resources / technology and lead teachers and leaders in selecting the materials / technology suitable for their classes or programs.
5. Recommend the allocation of educational space and equipment for the adult programs in coordination with other ministerial staff.
6. Develop and administer a comprehensive plan of outreach and growth for the church's adult educational and spiritual development ministries.
7. Develop and coordinate a plan for assimilating new church members into the adult education and spiritual development program of the church.

8. Develop a budget to be recommended to the Budget and Finance Committee, on an annual basis in consultation with the leaders of the programs under his/her span of responsibility. Monitor and control expenses during the year to meet budget objectives.
9. Participate in worship leadership.
10. Additional general ministerial duties as required, including but not limited to congregational care, hospital visits, etc.