

## **Carlisle United Methodist Church Director of GROW Adult Ministries**

The vision of Carlisle UM Church is to invite all to Live Like Jesus. GROW is one of the four pillar ministries of CUMC to help us complete the mission of making disciples for Christ. The Director of GROW Adult Ministries oversees and empowers the implementation of educational opportunities and experiences for adult CUMC members and friends.

The Director will work with the strategic plan to oversee the organization and administration of programs, events, and classes. The success of our church and this ministry relies on teamwork, servant leadership and the continual development of volunteer teachers and leaders.

### **Qualifications:**

The Director of GROW Adult Ministries must have an obvious love of Jesus Christ and the church, be proficient in basic organizational and administrative skills, and be comfortable working with computers, email, telephone and some social media. The Director needs to be able to work in a team approach to ministry and have good communication and interpersonal skills. All staff must adhere to the Safe Sanctuaries policy; including appropriate child clearances due to the ministries of our church.

### **Duties and Responsibilities:**

- ◆ Responsible for the planning and implementation of the year-round schedule of GROW Adult Discipleship offerings (Bible studies, topical studies, book groups, life groups, small groups, retreat and day events, workshops, Sunday School and new member events etc.) that support the CUMC vision, mission and Pathway to Discipleship.
- ◆ Schedule teachers, classrooms, equipment and ensure childcare is coordinated for GROW Adult Discipleship offerings.
- ◆ Recruit, mentor and provide direction and support to volunteer teachers, leaders and council members. Prepare information for each teacher regarding class participation and attendance reports.
- ◆ Work with other staff to communicate GROW offerings and encourage participation. This may include seasonal brochures, flyers, bulletin announcements, and online registrations.
- ◆ Develop the growth of life groups and small groups based on the needs of the congregation and community.
- ◆ Prepare and monitor the GROW Adult Discipleship annual budget.
- ◆ Collect feedback, recommendations, ideas, and evaluation of the GROW Adult Discipleship activities. Work with Leadership Council Representative and pastors to continually be evaluating and offering new opportunities for GROW Adults.
- ◆ Oversee planning and execution of the annual Teacher's Appreciation event.
- ◆ Advocate the inclusion of adults of all ages and life stages in all aspects of GROW Adult Discipleship in the church and the community.

- ◆ Maintain the moral and ethical standards of the Christian faith and the United Methodist Church on the job and outside the workplace as an employee and representative of our church.

The previous list of responsibilities is not to be considered as all-inclusive. Additional responsibilities may be assigned or current responsibilities modified after consultation with the Lead Pastor and the Leadership Council.

**Working Relationships:**

The Director of GROW Adult Ministries shall work in cooperation with all pastor(s), staff, Leadership Council, church members and volunteers.

The Director of GROW Adult Ministries shall perform the above responsibilities under the direction and supervision of the Lead Pastor of Carlisle UM Church. Questions or problems related to the job should first be discussed with the Lead Pastor.

The Director of GROW Adult Ministries shall be evaluated annually by the Lead Pastor with review by a representative of the Leadership Council.

The Director of GROW Adult Ministries is a part time at 15 hours per week.

Salary/Rate shall be \_\_\_\_\_ for the year of \_\_\_\_\_, beginning \_\_\_\_\_ and ending \_\_\_\_\_.

Signed by Employee: \_\_\_\_\_ Date \_\_\_\_\_

Signed by Lead Pastor: \_\_\_\_\_ Date \_\_\_\_\_

Signed by Personnel Liaison  
Leadership Council \_\_\_\_\_ Date \_\_\_\_\_

*\*It is important that all matters of church and pastoral concerns be kept in the strictest of confidence. Any breach of confidentiality will be considered cause for immediate termination.*

07/??/2019