

January 2023

**ALL SAINTS EVANGELICAL LUTHERAN CHURCH**  
**Worthington, Ohio**

**POSITION DESCRIPTION**

**DIRECTOR OF ADULT MINISTRY**

**Position: Director of Adult Ministry**

**Supervisor: Lead Pastor**

**Grade Level 2**

**Hours:** 40 hours per week, 2080 per year, flexible hours

**Position Summary**

The Director of Adult Ministry shall, with the help of the pastors, other staff members, and volunteers, develop, implement, and administer adult ministry at All Saints so that people are transformed into servants of Christ. An effective leader will work with church leaders of all ages to address the needs of adults and opportunities for growing as Christian disciples. Adult ministry shall be for, with, and by adults at all stages of adulthood.

This leader will advocate that all adults are welcome and expected to be vital participants in all aspects of the ministry of the congregation. The director will raise congregational awareness of the needs and contributions of all adults at all stages of adulthood in the community and the world.

**Direct Supervision of Staff** None

**Direct Supervision of Volunteers** Adults in volunteer positions

**Budget Responsibilities** Yes

**Primary Responsibilities**

- The director of adult ministry will be attentive to the hopes, concerns, and needs of adults in the community to determine how the congregation might serve them and how they might serve one another as Christian disciples and good neighbors. The director will identify key people in the community and congregation for collaboration and expansion of opportunities for all adults.
- The director needs to be familiar with the congregation's mission and vision, and how they are achieved through the congregation's ministry with adults.
- The director will work with others to plan and carry out ministry with all adults in a varied and wide-ranging program that includes worship, study, fellowship, service opportunities, and so forth.
- The director will promote understanding of Christian vocation in daily life as a response to God's call for all Christians.
- The director will intentionally communicate with organizations, people and resources in the community that relate to adults and will seek to connect the congregation with the community.

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### **Maintenance Responsibilities**

- Continue ongoing, healthy adult ministry, like, our partnerships with Lutheran Social Services, Worthington Resource Pantry, Lawrence County, especially St. Paul Lutheran Church, Habitat for Humanity, Student Success Stores, etc.
- Create new ministry to engage adults in worship, study, fellowship, and service.
- Be able to sunset a ministry when it has run its course.

### **Special Gifts helpful for the position**

- A strong Christian faith demonstrated through actions and interactions among the staff and adults of All Saints and a basic understanding of Lutheran theology
- Regularly interacts with God and others through worship, prayer, study and service
- The adult ministry director benefits from having one or more of these spiritual gifts: servanthood, teaching, encouragement, leadership, administration, helping, and shepherding.
- This leader should show evidence of passion for adult ministry or prior effective ministry leadership,
- Useful skills for this position are the ability to listen to and communicate with people of all ages and the ability to work with other ministry leaders, delegate responsibility, and follow up to complete tasks.
- This leader should show genuine interest in responding to the hopes and concerns of adults in various stages of adulthood in the community and congregation.

### **Qualifications**

#### **Education**

- High school graduate required; college graduate preferred
- Experience in working with adults
- Familiarity with or the willingness to learn the use of technologies appropriate to this position.

#### **Personal attribute/interpersonal skills**

- Applies sound judgment in all aspects of program operation and interaction with adults
- Acts with integrity and maturity in sensitive /personal issues
- Is an effective listener while maintaining a professional interest in each individual
- Works effectively in a team environment demonstrating leadership and organizational skills
- Understands the “ministry of presence”
- Flexible, creative, well-organized and dependable
- Able to multitask