



## Director of Adult Ministry

### Summary

To create the building blocks for a culture of discipleship in which adult members are constantly encouraged and challenged to grow as disciples through ministry, missions, and small groups.

### Essential Duties and Responsibilities

- Equip our members for the work of ministry, for building up the body of Christ (see Eph. 4:12)
  - Identify and continually develop leaders for each adult ministry (including liturgical, hospitality, operational, and small-group ministries); empower leaders to coordinate recruitment, scheduling, and communication for their ministries.
  - Develop processes to make it easy for all adult members of our community to begin to serve in ministry at New Roads and in missions in the wider community.
  - Design and execute ministry-recruitment strategies and events, particularly focused on helping first-time ministers connect to ministry and helping all ministers to view ministry as central to their own discipleship
  - Train, support, and communicate with member ministers, helping them understand their vital role in fulfilling Christ's vision for our community and providing them with the tools and information they need to serve effectively.
  - Develop new adult ministries: parking lot ministers, greeters, host team, information team, operations team, adult small-group leaders, etc.
  - Promote the goal of making "every member a minister" among members, guests, and team members.
- Equip our members to support one another on the discipleship path
  - Begin an adult small-group ministry: research approaches, recruit and train leaders, coordinate small-group launches.
  - Help our community to understand what small groups are all about; develop processes for people to easily get connected to a small group.
  - Develop content (based on message) for small groups, including discussion questions, videos, etc.
  - Equip leaders with the tools and information they need to serve effectively; empower leaders to form groups in which members provide pastoral care to one another.
  - Manage the growth of new small groups; divide groups that have grown too large and merge groups that have become too small.
  - Promote a culture of relational ministry and small-group discipleship among members, guests, and team members.
- Equip our members to share Christ's mission of bringing good news to the poor
  - Assess all current and past efforts at New Roads related to justice, peace, and service; determine what's working and what's not, who's involved, and what resources are available.

- o Identify and connect with partner organizations that are working to build the Kingdom of God at the local, regional, national, and global levels.
- o Plan and promote missions (service projects) that give teen and adult members an opportunity to work for justice and peace in the local community and beyond.
- o Equip members for service in missions; help participants to understand their service in missions as an act of love for God.
- o Consistently promote the value of missions and work for justice and peace among members, guests, and team members.
- Participate as an active member of the pastoral team; attend team meetings and contribute to team projects; perform other duties and responsibilities as assigned.

### **Qualifications**

You are a highly motivated Christian leader, committed to helping others grow as disciples. You have a passion for developing leaders and helping members find a ministry that matches their gifts. You can provide the vision and leadership to develop a culture of discipleship and motivate disciples to leadership roles in our community. You are a people-person and comfortable in a role with high visibility. You have a Bachelor's degree and strong communication and organizational skills. You are creative, flexible, and have a great sense of humor. You love to think outside the box and come up with creative solutions. Although you enjoy working with others, you also know how to work independently and get things done. You are able to admit mistakes, learn new tools, and take on new challenges. You are committed to growing in your own relationship with Jesus Christ. You are willing to support the mission of the Catholic Church and eager to join a dynamic and ambitious team.

### **Details:**

- Reports To: Associate to the Pastor
- Schedule: Sundays; team meetings/gatherings on Monday and Thursday afternoons, otherwise flexible; must be present Holy Week, Easter, and Christmas Eve.
- This is a full-time, salaried, exempt position.
- To apply, email cover letter and resume to [info+adultmin@newroadscatholic.org](mailto:info+adultmin@newroadscatholic.org)