

### **Job Profile**

The Berean Adult Ministries Pastor is responsible for developing a comprehensive biblically based ministry for the adults of Berean. They maintain a firm grasp on the purpose, vision, values, and strategic initiatives of the church, ensuring that the ministry is properly aligned with the overall church direction of seeing our lives, our community and our world transformed by the power of the gospel. This Transformation will be accomplished through a biblical, comprehensive, and consistent approach. The Adult Ministry Pastor also ensures that the ministry's objectives, practices, and policies support the overall vision and strategy for the Family Ministry Department. The Adult Ministries Pastor will lead and oversee the ministry including its budget, vision, strategy, and structure. This Pastor provides oversight to the Men's and Women's ministry teams and provides direction and strategy to Adult Bible Fellowships (ABF's), Institute Classes and Small Groups. The Adult Ministries Pastor will currently report directly to the Lead Pastor and work closely with the Family and Next Generation Pastor in developing a comprehensive spiritual growth strategy for Berean. This is a full time exempt (salaried) position.

### **Job Responsibilities**

#### **Key Focus: Leader and Member of Berean Adult Ministry Team**

Be a core participant of the team setting the direction and executing the strategy that helps Berean adults passionately follow Jesus

- Be a key member that helps dream, plan, and execute to reach adults with the Gospel
- Actively attend and participate in Berean Baptist Church services
- Direct and attend adult ministry meetings
- Be an active member of Berean Baptist Church staff by participating in staff gatherings
- Play a key role in all corporate gatherings including Sunday mornings and mid-week meetings.
- Oversee, plan and participate regularly in scheduled functions, which would include mission trips, retreats, and other special events.

#### **Key focus: Oversight to Men's and Women's Ministry Teams**

Help to provide strategy and guidance to the Men's Pastor and Women's Director as they serve the men and women of Berean by providing community, ministering to their needs, equipping them in their roles as Christians and engaging them in ministry.

- Work in developing a budget and working with the approved budget
- Assist in recruiting, training, empowering, developing and equipping of individuals for leadership
- Provide shepherding and pastoral guidance
- Help define ministry strategy that is aligned with the church ministry focus
- Provide consistent direction, maintain open communication, and foster a collaborative work environment

#### **Key Focus: Berean Care and Senior Ministry**

Provide ministry oversight and direction to the Berean Care and Senior Ministry Pastor

- Have a heart for our older congregational members and those experiencing the need for additional care (e.g. Griefshare, DivorceCare, Stephen Ministry, etc.)

"We know that for those who love God all things work together for good, for those who are called according to his purpose."

Romans 8:28 ESV

- Provide guidance and support for the Care Pastor including doing hospital and home visitations as needed
- Assist in the recruiting, training, empowering, developing and equipping of individuals for leadership
- Provide shepherding and pastoral guidance

### **Key Focus: Adult Bible Fellowships (ABF's)**

Provide ministry oversight and direction to Adult Bible Fellowships and their leadership teams

- Have quarterly meetings with ABF leaders to discuss vision and strategy, curriculum and goal setting
- Develop and build up ABF leaders
- Ensure that ABF leaders are thoroughly vetted and are leading appropriately
- Help adults to find community and connection, spiritual growth, and engagement in the church through ABF's
- Ensure that ABFs are open to new attenders and that it is easy for newcomers to engage
- Apply faithful treatment of the Bible in testimony, teaching, training, and conversation

### **Key Focus: Institute Classes**

Plan and create Berean Institute Classes and strategy that provides further equipping of the saints for the work of the ministry.

- Continually be looking for and recruiting new leaders to lead classes
- Regularly train and equip leaders
- Help communicate ministry goals and vision
- Create a rhythm of classes, plan promotion with the communications team, and encourage participation
- Evaluate classes and consistently look for ways to refresh and improve
- Ensure that classes are tied to the mission of the church

### **Key Focus: Small Groups**

Develop a strategy for connecting and engaging people in community through Berean Small Groups

- Promote relationships and connections through a small group engagement strategy
- Recruit, train and develop small group leaders through regular events and programs
- Create a small group strategy that makes it easy for people to engage in community
- Work with Engagement Director to establish ministry opportunities for small groups to be missional
- Assist Small Group leaders dealing with conflict resolution and difficult situations

### **Knowledge, skills, and abilities**

#### **Faith-Based**

- Have a strong, personal, and growing walk with the Lord
- Evidence of a growing maturity as a disciple of Christ
- Have a heart for youth ministry and seeing students impacted by the Gospel
- Maintain or establish membership with Berean Baptist Church
- Agree with Berean Baptist statement of faith
- Committed to attendance and engagement at Berean Baptist Church
- Philosophical alignment with Berean's leadership and theology
- Ability to teach and equip others to be effective in ministry

#### **Professional**

- M. Div. or equivalent degree from an accredited Bible college or seminary with a focus on leadership development, or discipleship and biblical studies
- Ordained minister with ability to perform weddings and funerals

- Four (4) to Six (6) years of experience in family ministry
- Preference will be given to those with experience in a church of 1,000 – 1,500 or who have worked with a family ministry with over 100 adults in regular weekly attendance to Sunday school or bible study classes
- Previous pastoral experience in an administrative or on executive team with oversight, accountability, and leadership development for a church leadership team
- Strong skills for leading with strategic intent – planning, implementation, problem solving, team development and staff coaching
- Proven ability to create and implement a vision for advancing the Gospel
- Proven ability to preach and teach the Gospel
- Lives a personal spiritual life congruent with biblical mandates for leaders (1 Timothy 3:1-7)
- Thrives within a team environment - with the pastoral staff, the elders, church staff, youth team, administrative team, and volunteers
- Recognizes, encourages, and supports the God-ordained role of parents in the spiritual development of youth
- Working knowledge of standard office equipment, procedures, and practices
  - proficiency with Microsoft Office Suite, email, and internet usage
  - ability to learn to use Planning Center, Mailchimp, and other software
  - Ability to work under pressure to meet deadlines
- Proven ability to take initiative
- Ability to develop and then work within the approved budget for Adult Ministry
- Highly organized
- Good communication and conflict resolution skills
- Maintain a positive and uplifting demeanor
- Work independently in the absence of direct supervision

### **Work Conditions**

#### Physical Characteristics

- Working in office for periods of time
- Ability to stand and walk around the classrooms for several hours on Wednesdays and Sundays
- Working Family Ministry events that are outside of regular work hours, which can be in the evenings or on weekends

*This job description in no way states or implies that these are the only duties to be performed by this employee. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.*