

Director of Adult Spiritual Formation and Membership
Job Description

Position held by _____

Start Date: _____

General Duties and Responsibilities:

This director reports to the senior pastor and is a part of the ministry staff team. This director will have the primary responsibility for developing, educating and implementation of small group ministries at Asbury United Methodist Church so that Christian disciples are nurtured, Christian community is built and people are equipped for ministry as Christian disciples in daily life. Groups may include weekday groups, offsite groups, and short-term groups and studies including retreat ministries. The director will also be responsible for following up with all visitors, developing a volunteer base for follow-up, directing membership classes, and connecting people to groups and ministries available at Asbury. This position encompasses administrative oversight, support, and further development of the spiritual formation ministry of Asbury United Methodist Church, including maintaining and developing a yearly budget. Administrative responsibilities include reporting to the church leadership team, weekly staff meeting, and attending professional development events.

Primary Responsibilities:

- Be familiar with and adhere to the Safe Sanctuary Policies of Asbury United Methodist Church.
- Be willing to learn about and utilize United Methodist tradition and doctrine in cooperation with the senior pastor.
- Develop a tracking system for visitors and recruit and train volunteers for follow-up.
- Keep current with spiritual formation opportunities offered by the Peninsula-Delaware Conference and the Salisbury District. Be willing to share these opportunities with the congregation through written articles and verbal ministry moments within the worship service.
- Develop and execute membership classes that reflect the United Methodist tradition and doctrine in cooperation with the senior pastor.
- Maintain regular contact with visitors and members via traditional and social media.
- Develop and market a vision for adult discipleship and spiritual formation. (Levels go from the novice to the mature Christian)
- Train adult discipleship leaders and provide support for all groups.
- Develop an adult discipleship directory and brochure. Update regularly.
- In coordination with the senior pastor evaluate and select curriculum and other resources for spiritual formation.
- Develop and market church wide events to introduce and celebrate the small group experience.
- Encourage groups to serve together in the church and community
- Write articles promoting spiritual formation and small group development.
- Support and assist in worship services as needed.
- Participate in weekly staff meetings.
- Engage in continuing education in spiritual formation and membership.
- Other duties as assigned.

Asbury United Methodist Church

Application for Employment

Our policy is to provide equal employment opportunity to all qualified persons without regard to race, creed, color, religious belief, gender, age, national origin, ancestry, physical or mental disability, or veteran status.

Date _____

Last name _____ First name _____ Middle name _____

Street Address _____

City _____ State _____ ZIP _____

Telephone _____ Email _____

Position applied for: **Director of Adult Spiritual Formation and Membership**

How did you hear of this opening? _____

Desired Gross Wage (salary and benefits) \$ _____

Are you a U.S. citizen or otherwise authorized to work in the U.S. on an unrestricted basis?
(You may be required to provide documentation.) Yes No

Have you ever been convicted of a felony? (This will not necessarily affect your application.)
 Yes No (Must be willing to complete safe sanctuary training and complete a background check.)

If yes, please describe conditions. _____

Education

	School Name and Location	Year	Major	Degree
High School	_____	_____	_____	_____
College	_____	_____	_____	_____
College	_____	_____	_____	_____
Post-College	_____	_____	_____	_____
Other Training	_____	_____	_____	_____

In addition to your work history, are there other skills, qualifications, or experience that we should consider?

Employment and Volunteer History (Start with most recent)

Company Name _____

Address _____ Telephone _____

Date Started _____ Starting Wage _____ Starting Position _____

Date Ended _____ Ending Wage _____ Ending Position _____

Name of Supervisor _____

May we contact? Yes No

Responsibilities _____

Reason for leaving _____

Company Name _____

Address _____ Telephone _____

Date Started _____ Starting Wage _____ Starting Position _____

Date Ended _____ Ending Wage _____ Ending Position _____

Name of Supervisor _____

May we contact? Yes No

Responsibilities _____

Reason for leaving _____

References:

Please include two professional and one personal reference with the application that attest to your commitment to your faith walk, skill level and work ethic.

Please add a document answering the following questions:

1. Please write a personal belief statement.
2. What spiritual disciplines do you practice to help you to grow spiritually?
3. Give an example of how you would approach and follow through with a new project or ministry.
4. You have two great options for a ministry project. Please share the process you would use to make your final decision.

Please attach any additional information you feel would help us get to know you better.

I certify that the facts set forth in this application for employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements on this application shall be considered sufficient cause for dismissal. This church is hereby authorized to make any investigations of my prior educational and employment history.

Signature _____ Date _____