

Job Description
Spiritual Family and Discipleship Director
Part-Time Position

Overview:

This 25-30 hour per week position works to create, develop, maintain, and enhance relationships, programming, and services for individuals ages 25 and older. This includes existing programs such as adult Sunday School, small groups, ministries to Men, Women, Families, and Married. Specific attention would be given to the 25-40 age range group. This position also oversees the integration and discipleship process for new attendees.

The goal of this position is to help individuals feel connected to CMF, establish meaningful relationships with each other and Christ, and grow in their faith.

Qualifications:

1. Is committed to the Mennonite Confession of Faith, and to CMF's Mission Statement and Core Values
2. Is willing to become a participating member of CMF
3. Demonstrates spiritual, relational, and personal maturity, with spiritual gifts that are appropriate for the position (ex: leadership, shepherding, administration)
4. Has strong people skills in building relationships, and a passion to connect with young singles and couples in the 25-40 age range
5. Proficient in technology including utilizing social media as a communication and ministry tool.
6. Maintains current child abuse, criminal and FBI clearances on file in the church office, and has fulfilled all requirements and training per CMF policy and PA state law

Responsibilities:

1. Regularly assess the needs of the adult population to assure the programs and services offered are appropriate.
2. Oversee adult Sunday school, small groups and ministry opportunities for men, women, families, and married couples.
3. Identify and help develop new ministries for adults, specifically to reach the unchurched who are loosely connected to CMF through their children or other means.
4. Provides consistent care for Adult Ministry Team members by meeting regularly with adult ministry leaders to provide support and encouragement
5. Serves as coordinator for the Welcoming and integration Process for new attendees
6. Works with leaders to develop and submit an annual budget
7. Participates in staff team meetings.
8. Communicates and meets regularly with the Senior Pastor, who will provide direct supervision
9. Engages in training, study, and other opportunities for growth in the areas of personal, spiritual, and job skill development

Accountability: The Spiritual Family and Discipleship Director shall be directly responsible to God and to Jesus Christ, the rightful head of our Fellowship. Accountability to the congregation will be through the Senior Pastor, Personnel Committee, and the Administration Team. The Elder Team may be consulted on spiritual matters.

Approval for hiring for this position will be by the congregation.

Approved by congregation

Changes to this document must be approved by the Personnel Committee, Senior Pastor, Administration Team, and Elder Team.