

## **JOB DESCRIPTION**

### **ADULT MINISTRIES PASTOR GRACE BIBLE CHURCH**

#### **PURPOSE**

The Adult Ministries Pastor is to oversee and organize the adult ministries.

#### **GUIDING SCRIPTURES FOR MINISTRY**

Matthew 28:19, 20 "Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age."

Acts 2:42 "They devoted themselves to the Apostles' teaching and to the fellowship, to the breaking of bread and to prayer."

Ephesians 4:11, 12 "It was he who gave some to be Apostles, some to be Prophets, some to be evangelists, and some to be Pastors and teachers, to prepare God's people for works of service, so that the body of Christ may be built up."

#### **OVERALL FOCUS OF ALL MINISTRIES AT GRACE BIBLE CHURCH**

The objective of Grace Bible Church is to glorify God by being and making disciples. Efforts of the pastoral staff, elders, deacons, teachers, etc., in keeping with this objective can be summarized in four key areas:

##### **I. KNOWLEDGE OF GOD'S WORD**

- Through study and accurate interpretation of God's Word.

##### **II. GROWING IN CHRIST-LIKENESS**

- Through the diligent seeking of an ever-deepening relationship with the Person of Jesus Christ.
- Through the cultivation of living a life characterized by prayer.
- Through the cultivation of living a life of increasing Christ-likeness, including the development of the Godly attributes of purity, honesty, patience, kindness, humility, etc.
- Through the development of a responsible view of stewardship.

### III. MINISTRY IN THE BODY AT GBC

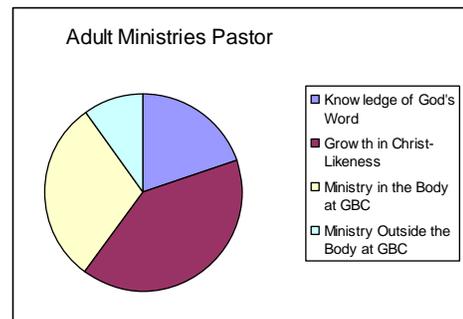
- Through the application of God’s Word to living life and dealing with life’s problems and choices.
- Through the development of an attitude of consistent, sacrificial, joyful service and giving to the local body at GBC.
- Through the development of an attitude of hospitality and Christian fellowship.

### IV. MINISTRY OUTSIDE THE BODY AT GBC

- Through the development of a heart of compassion in the local body for evangelism and subsequent action, both locally and globally.
- Through the development of an attitude of consistent, sacrificial, joyful service and giving to the universal body.

### FOCUS OF THE ADULT MINISTRIES PASTOR’S MINISTRY

The areas listed above are for all of the ministries at GBC. The approximate priorities of the Adult Ministries Pastor position in ministering to the local body with respect to the four key areas above are illustrated in the pie chart at right. This is a simple visual aid to help in understanding how the specific ministry objectives of the Adult Ministries Pastor are prioritized, and is not meant to be an indication of how the pastor is to spend his time.



### MINISTRY OBJECTIVES

#### I. PRIMARY MINISTRIES (listed in order of priority)

*Objective:* To implement the Elders’ vision to reach people with the life-changing reality of Jesus Christ through the adult ministries and provide visionary leadership for adult ministries.

- A. Recruit, train, and shepherd members to serve in adult ministries.
- B. Direct and coordinate the adult Sunday school, adult Bible studies, Community groups, and men’s, women’s and couple’s ministries at GBC, including Men of Truth, membership training and rolls.
- C. Develop and coordinate adult seminars, conferences and retreats; act as liaison (in conjunction with the GBC administrator) with other ministries within and outside of GBC in support of the Ministry Focus.
- D. Cooperate with GBC leaders to facilitate the adult ministries at GBC.

- E. Cooperate with other GBC ministries to ensure that effective overall ministry is accomplished in coordination with the adult ministries.
- F. Disciple and counsel individuals and couples in the body at GBC.

## **II. SECONDARY MINISTRIES**

*Objective:* To allow participation in ministries of specific interest to the individual and determined by the Elders to be of benefit to GBC, but outside of their Primary Ministries.

- A. Mission trips as pre-approved by the Elder board, such as the Antioch Initiative in Russia and Africa team projects.

## **III. OUTSIDE MINISTRIES (As defined in the Employment Policy Manual)**

*Objective:* To allow participation in ministries of specific interest to the individual and determined by the Elders to be of benefit to the global Church body, but outside of their Primary Ministries.

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## **IV. STAFF TEAM MEMBER**

*Objective:* To function on the pastoral team, assisting other Pastors and Elders in their particular areas of ministry and generally lending support to all the ministries of the church

- A. Pray faithfully and consistently for all the members of the pastoral staff and leadership at GBC.
- B. Be available to perform weddings, funerals, and teaching as necessary
- C. Assume responsibility and accountability for all areas associated with this ministry
- D. Perform assigned projects from the Elders or Senior Pastor
- E. Regular attendance at Elder and Leadership meetings.
- F. Reports to Senior Pastor and Elders

## **REQUIRED SKILLS, KNOWLEDGE AND ABILITIES**

- A. Educational requirements: Candidate should have a minimum of a Bachelor's Degree in a Bible-related major, Master's degree preferred.
- B. Experience requirements: Candidate should have at least 2 years of vocational ministry experience, with increasing levels of responsibility in leading small and large group Bible studies and organizing groups and ministry events.

- C. Expected abilities: Candidate should be able to do the following:
- a. Handle the Word of God accurately and explain it clearly.
  - b. Organize efficiently and effectively.
  - c. Communicate effectively.
  - d. Recruit, train, and lead others in small group and teaching ministries.
  - e. Be a team player in a staff setting.