

## **Duke Memorial United Methodist Church Job Description**

**Title:** Minister of Adult Discipleship and Witness

**Employment Status:** Part-time exempt to full-time exempt (35-40 hours/week) (hours per week to be determined at time of employment)

**Overview:** Duke Memorial United Methodist Church, an historic urban congregation in downtown Durham NC, seeks a Minister of Adult Discipleship and Witness. We expect this Minister to be excited to lead new people coming to faith in Christ and to help others grow in their faith. This person must be an equipper who sees the job not as “doing” all the ministry, but as empowering the people of the church to do God’s work in the world. This person must be committed to team-based ministry—working with lay teams and with a staff team—to enable the Church to achieve its mission: to share the love of Christ from the heart of Durham.

As our Lord Jesus Christ calls us to love and accept every person, Duke Memorial United Methodist Church welcomes into our life together those of every age, race, ethnic background, nationality, gender identity, sexual orientation, family or socioeconomic status, educational background, and physical or mental ability. In our commitment to the reconciliation of all persons as beloved children of God, we celebrate our diversity and recognize the sacred worth and dignity of all. We invite you to join us in our faith journey toward discipleship in Christ with mutual respect, understanding, and love.

**Ministry Focus:** The Minister of Adult Discipleship and Witness will help our congregation grow in its Christian discipleship and witness with the goals that

- All newcomers are contacted and invited into engagement with the church
- More church members are participating in small group opportunities
- All members understand and use their spiritual gifts to benefit each other and the church’s work
- More members can name the ministries in which they are making a difference.

**Organization Relationship:** The Minister of Adult Discipleship and Witness will

- In collaboration with the Senior Pastor, set and share goals for ministry including targets for growth of the various ministries
- Be evaluated by the Senior Pastor on an annual basis
- Be accountable to the Senior Pastor.

**Committee Relationship:** The Minister of Adult Discipleship and Witness will work with

- Welcome and Invite Committee
- Missions Committee
- Scholarship Committee
- Good Samaritan Fund
- Staff Team/Worship Planning
- Spiritual Formation Teams

**Specific Responsibilities and Estimated Level of Effort:**

***Adult Discipleship -- 14 hours/week***

- Lead our ministries of welcoming visitors and prospective members, and oversee systems for welcoming new members, receiving new members, and connecting them with adult discipleship and witness programs

- Continue to grow the program of small groups, both short-term (10-12 weeks) and longer term, aimed at connecting more people with each other and with God; provide significant oversight and energy to this ministry; equip/empower a lay small-group team; serve as a curriculum resource for this ministry; recruit/train small group leaders
- Equip/resource/nourish the Adult Sunday School program; train class leaders; facilitate the startup of new classes; serve as a curriculum resource for adult classes
- Equip/resource other formation groups (such as Disciple Bible Study and Covenant Discipleship Groups); train leaders for those groups
- Empower/equip a new Adult Spiritual Formation Team to promote spiritual education and formative evangelistic activity (involving mission as well as other forms of outreach) within the congregation
- Recruit more members to participate in hands-on ministries and missions of the church

***Witness -- 12 hours/week***

- Provide educational and formative activities to enable the congregation to grow in the meaning, purpose and method of mission
- Recruit/equip/resource the Missions Team to provide frequent, regular mission opportunities for adults in Durham on a daily, weekly, monthly or quarterly basis
- Promote awareness of, and lead engagement with, issues of justice and compassion in Durham
- Be the program staff focal point for equipping the church to explore and develop new initiatives in mission/service and to provide space for mission organizations in Durham.

***Other Responsibilities -- 12 hours/week***

- Manage budget and finances for ministries relating to adult discipleship and witness
- Communicate adult discipleship and witness events and information to the congregation through a variety of means, including the Duke Memorial website and social media
- Participate in worship leadership and preaching, when appropriate
- Be present before and after worship on Sunday services to welcome prospective members and recruit for study and mission programs
- Participate in the creative worship-planning process
- Attend Church Council meetings
- Attend and participate in staff meetings
- Support staff members and ministries through personal prayer and cooperative efforts
- Participate with members of the congregation in other activities in the Durham community that fulfill the vision and mission of Duke Memorial UMC.

**Qualities:** The successful Minister of Adult Discipleship and Witness at Duke Memorial is someone who

- Embodies a dynamic and growing faith in Christ
- Has skills and experience in evangelism, new member recruitment, and membership growth
- Has experience and interest in urban- or community-based ministries involving participants from a range of socio-economic and cultural backgrounds
- Knows how to help people discover and use their gifts for ministry
- Demonstrates an ability to recruit and sustain participation in small groups for growing in the life of faith
- Has significant background and experience as a United Methodist and seeks to promote full inclusion in the congregation wherever possible.