

Minister of Spiritual Formation and Witness

35-40 hours/week, pay range: \$40-\$45K

Duke Memorial United Methodist Church, an historic urban congregation in downtown Durham NC, seeks an experienced and qualified Minister of Spiritual Formation and Witness to join our ministry team. The Minister of Spiritual Formation and Witness oversees activities related to spiritual formation, growth in discipleship, and missions. We expect this Minister to be excited to lead new people to faith in Christ and help others grow in their faith through active participation in church life. The Director must be able to work effectively with other members of the ministry team as well as the laity. Duke Memorial relies on team-based ministry to enable the Church to achieve its mission. 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.

QUALIFICATIONS

- Embodies a dynamic and growing faith in Christ
- Knows how to invite people to participate in the life of the church and help them 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 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
- Promotes full inclusion in the life and ministries of the church
- Experience and/or understanding of the United Methodist Church preferred
- Friendly, professional demeanor and ability to work in teams
- Strong communication and interpersonal skills
- Ability to recruit, lead, schedule, and work with a team of volunteers
- Proven ability to manage time and multiple priorities while driving toward excellent results, with a high level of attention to detail on short timelines
- Dependable, responsible and self-motivated; taking initiative to get the task done
- Willingness to tackle additional projects and responsibilities as requested by the Senior Pastor

RESPONSIBILITIES TO INCLUDE

Spiritual Formation

- 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

- Cultivate Duke Memorial's small group program and promote participation; equip and empower a lay-member team of class leaders; facilitate the startup of new classes; and serve as a curriculum resource for adult classes
- Equip, resource and nourish the Adult Sunday School program and other formation groups such as Disciple Bible Study and Covenant Discipleship Groups
- Nurture participation in spiritual formation and discipleship activities across age groups, including young adults as well as older adults
- Recruit members to participate in hands-on ministries and missions of Duke Memorial

Witness

- Provide educational and formative activities to enable the congregation to grow in the meaning, purpose and method of mission
- Recruit, equip, and resource the Missions Team to provide frequent, regular mission opportunities for adults in Durham on a daily, weekly, monthly or quarterly basis
- Empower and equip lay leaders to promote formative evangelistic activity (including missions and other forms of outreach) within the congregation
- Promote awareness of, and lead engagement with, issues of justice and compassion in Durham
- Be the Duke Memorial program staff focal point for equipping the church to explore and develop new initiatives in mission/service

Other Responsibilities

- Manage budget and finances for ministries relating to adult discipleship and witness
- 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, staff meetings, and meetings of Church Council and lay committees, as appropriate
- Other duties as assigned

EMPLOYMENT STATUS

- Full-time, exempt position (35-40 hours/week)
- Starting salary: \$40-45K
- Location: Duke Memorial UMC in Durham, NC
- This person reports to the Senior Pastor who does the annual evaluation, and this person collaborates with the Pastor on setting annual ministry goals/outcomes.

Salary and hours will be determined based on experience and qualifications. A successful background check is required for this position prior to hire. To apply, please submit an application along with a cover letter, resume and three professional references at dukememorial.org/employment. No phone calls please.

ABOUT US

Our Mission:

Sharing the love of Christ from the heart of Durham

Our Welcome:

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.

Our Vision:

Duke Memorial United Methodist Church is a Christ-centered, vibrant and vital congregation, a sign and foretaste of God's kingdom in downtown Durham, that

- Invites and accepts unconditionally all who seek community and a place to belong; encourages and guides people to accept Jesus Christ as their Savior;
- Responds to God in dynamic, hopeful worship through proclaiming God's word, celebrating the sacraments, offering praise through music, song, and dance, and lifting our voices in prayer and thanksgiving;
- Nurtures spiritual growth and discipleship in children, youth, and adults through engaging Christian education and warm and caring fellow-ship;
- Bears witness to Christ's love through members' daily life and work, in family life, and in acts of justice, service, and compassion to our brothers and sisters in this community and around the globe.