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The people of The United Methodist Church®

ASBURY UNITED METHODIST CHURCH

Assistant Director of Adult Ministry and Outreach

Job Type: Full-Time
FLSA Status: Exempt
Hours per Week: 40 hours per week
Reports To: Director of Adult Ministry

PURPOSE

The Assistant Director of Adult Ministry and Outreach works with the Director of Adult Ministry and other Discipleship Team staff to implement, teach, and promote spiritual growth opportunities for adults in all stages of life. The Assistant Director will also work to create, enhance, and sustain a culture of relational outreach while encouraging Asbury members to find passion and purpose in their faith journey through service to others.

PRIMARY DUTIES AND RESPONSIBILITIES

Assist with promoting, implementing, and teaching Adult Ministry classes, small groups, and events, including offering spiritual growth opportunities for Young Adults, Midlife Adults, Mature Adults, and Older Adults.

Plan studies, events, and spiritual growth opportunities, including the recruitment and training of teachers and facilitators. Work directly with the Director of Adult Ministry and Pastor of Discipleship to implement the overall direction of Asbury and the Adult Ministry.

Offer ongoing support of Asbury's Sunday School classes, United Methodist Women's Circles, Men's Ministry, and Young at Heart Ministry. Assist with the formation of ongoing groups, curriculum and resources, and training as needed.

Discover and promote intergenerational opportunities between Adult Ministry and Children/Youth ministries.

Work closely with the Missions in Action Committee to assist in mission and outreach opportunities, financial assistance, and overall oversight of mission related activities at Asbury during monthly meetings.

Provide resources and opportunities for hands-on mission opportunities for Asbury to serve.

Plan, coordinate, and implement strategies for recruitment of volunteers from Asbury for outreach activities.

Regular and consistent communication and coordination with ministries and organizations with whom Asbury participates in outreach activities regarding current Asbury participation and anticipated needs.

Facilitate direct assistance on behalf of Asbury and disburse funds from MIA budget lines when a client is referred to Asbury.

QUALIFICATIONS

Be committed to and actively communicate the vision of the church and become creatively involved in its development, articulation, and implementation.

College degree required with preference to degrees in religious studies, counseling, social work, psychology, or related fields.

Show a passion for adult ministry, prior effective ministry leadership, and an active and growing discipleship.

Display an ability to listen and communicate with people of all ages and the ability to work with other ministry leaders and volunteers, delegate responsibility, and follow up to complete tasks.

Knowledge of and support for the Social Principles of the United Methodist Church and the mission of Asbury United Methodist Church.

Strong verbal and digital communication skills required.

Strong organizational skills.

Proficiency in Microsoft Office or Apple equivalent products.

Outreach project and event management experience preferred.

Ability to learn new skills and processes; a teachable spirit is a must.

Self-driven and able to work and produce results on multiple projects simultaneously with minimal supervision.

Attend evening and weekend events, as necessary.