



LIVING WORD CHURCH

LIVING GOD'S WORD, SHARING GOD'S LOVE.

Director of Adult Ministry (Full-Time)

The **Director of Adult Ministry** is responsible for developing, coordinating, and overseeing programs and activities that foster spiritual growth and community engagement among adults at Living Word Lutheran Church. The ideal candidate would be rooted in scripture, growing through worship, prayer, study, fellowship, and service; joyfully proclaiming Jesus Christ as their Lord and Savior.

Responsibilities:

- General:
 - This is a full-time salaried position with 40 hours per week.
 - The typical work schedule is Sunday to Thursday. Evening and weekend work is expected when programs require it, but hours can be flexed with other parts of the week.
 - Reports directly to and receives guidance and support from the Associate Pastor, meeting weekly to communicate and pray with them. Meets monthly with the Lead Pastor to receive guidance, communication, and prayer.
 - Attends weekly staff meetings (Tuesdays), weekly staff Bible Studies (Thursdays), and annual staff retreat/planning days.
 - Maintains daily devotional time and participates in ongoing professional development in knowledge of materials, methods, and techniques.
- Adult Ministry:
 - Develop and implement comprehensive adult ministry programs, under the direction of the called pastors and in collaboration with staff, Adult Ministry Board, and volunteers.
 - Coordinate groups, including Bible studies, small groups, and life groups.
 - Serve as the staff liaison to the Adult Ministry Board.
 - Collaborate with other staff to ensure regular communication with the congregation via the newsletter, social media, and other channels, as well as requesting all space usage.
 - Organize and lead special opportunities for fellowship and missions.
 - Plan and execute special events geared toward adult engagement, such as fundraisers, conferences, workshops, seminars, and other special events.
 - Attend Sunday morning services to connect with the congregation, and to carry out membership and volunteer coordinating duties, outlined below.
- Membership:
 - Organize membership classes and help with New Member Sunday.
 - Plug new members into fellowship and service opportunities.
- Volunteer Coordination:
 - Help current and new members realize their gifts and how to use them to serve.
 - Recruit, equip, train, supervise, and schedule people to serve on Sunday morning.
- Wedding Administration:
 - After the date is scheduled, meet with engaged couples to review the wedding guidelines, sign contract, complete paperwork, answer questions, and arrange payment.
 - Update profile information in database profiles and submit wedding certificates.
 - Serve as staff liaison to wedding coordinators.
- Other duties as assigned.

Qualifications:

- A clear testimony of personal faith in, and a disciple of, Jesus Christ.
- Any collegiate/university degree is preferred; or 3+ years equivalent combination of training, skills, and experience.
- Strong ministry gifts and excellent interpersonal skills.
- Excellent communication, planning, organization, and time management skills.
- Ability to lead and inspire teams, collaborating effectively with others.
- Knowledgeable with computers and able to be trained to use church software.
- Ability to initiate and maintain supportive relationships and a Christian lifestyle that can serve as an example to others.
- Biblical literacy and demonstrated fidelity to our [Statement of Faith](#).

Application Process:

Please promptly return a cover letter, resume, and Employment Application, to Living Word via email at livingword@livingwordmarshall.org. The job posting will close on Sunday, September 14, unless the position is filled sooner.