

# **ST. MARK'S UNITED METHODIST CHURCH** **CHRISTIAN FORMATION COORDINATOR – Adults**

**Approved 12/10/13; revised draft 9/27/17**

**Accountable to:** Senior Pastor and/or Christian Formation Team Leader

**Purpose:** To serve the church as a member of the Christian Formation Team by supporting the mission and identified priorities of St. Mark's through developing, directing and leading Christian formation and fellowship ministries for Adults.

The work of the Adult Christian Formation Coordinator supports the church in addressing its identified priorities of:

- I. St. Mark's United Methodist Church will bring Christ to the world by taking Church out into the world.
- II. St. Mark's United Methodist Church will reach out to people in all ages and stages of life, with an emphasis on younger people.
- III. St. Mark's United Methodist Church will prayerfully examine our church structure. We will seek to strengthen the systems, which are supporting and nurturing our ministry, and to relinquish those systems which no longer serve us well.
- IV. St. Mark's United Methodist Church will become physically involved in mission and justice projects.

## **Primary Duties and Responsibilities –**

### Coordinate adult ministries

#### Adult Spiritual Growth

1. With the Adult Spiritual Growth Committee, initiate, develop and supervise the adult spiritual growth of the church. Assume direct responsibility for adult spiritual growth opportunities, including Bible studies, spiritual experiences, conferences and retreats for continuing and specialized education.
2. Recruit, train and mobilize a network of leaders to carry out the adult spiritual growth ministries of the church.
3. Participate in the planning, advertising, teaching, and facilitating of adult spiritual growth opportunities.
4. Coordinate conferences and retreats to enrich the spiritual life of the congregation.
5. Develop classes and programs using current and emerging technology.

#### Adult Mission

1. With the Missions Committee, initiate, develop and supervise the adult mission opportunities of the church. Assume direct responsibility for an adult mission event including funding and service.
2. Participate in discerning a variety of meaningful missions which will encourage people to be involved in some service activity.
3. Raise awareness of mission involvement in hands-on opportunities.

## Church and Society

1. With the Church and Society Committee, provide programming which enriches knowledge of current issues in society.
2. Provide some opportunity for direct community involvement in current issues.

## Support ministries with children and families

1. With the coordinator for children and families, assist in event planning and other support tasks as needed.

## Fellowship Opportunities

1. While some fellowship naturally occurs during classes and service projects, the Adult Coordinator for Christian Formation will collaborate with Family Ministries and the Christian Formation Team for appropriate fellowship opportunities.

## **General responsibilities:**

1. Administer and lead the work of Christian formation for adults by encouraging teamwork between staff members and volunteers who work in this area.
2. Establish specific goals, objectives and action plans by prioritizing related programs, managing the use of facilities, planning an appropriate budget, delegating tasks and evaluating progress regularly.
3. Work with appropriate committees and leaders in carrying out the Christian formation ministries for adults and provide support for children's ministries.
4. Work with the Christian Formation Team to carry out the formation ministries of the church.
5. Attend staff meetings and retreats.
6. Cooperate with the Pastoral staff and SPRC by performing any other reasonable duties when asked to do so.

## **Skills, education, and physical requirements:**

1. The skills required for this position are generally associated with a Bachelor's degree and 3-5 years of related work experience. Significant related work experience can compensate for the lack of a formal degree.
2. The position is sedentary in nature but does require the ability to do the following on a regular basis: sitting, talking, bending/stooping, carrying/lifting, climbing, controls, driving, feeling, keyboards, kneeling/crouching, reaching, rotating, standing and video display terminals.
3. Math, writing, public speaking, reading, and advanced reasoning skills are required in order to develop budgets and cost effectively plan and carry out ministry programs.

Position is 20 hours per week and is not eligible for benefits.

## **How To Apply:**

Please submit a cover letter and resume to [kim@umcstmarks.org](mailto:kim@umcstmarks.org) on or before Monday, October 16, 2017.