

CROSS BRIDGE CHURCH

ADULT MINISTRIES PASTOR

JOB DESCRIPTION: Expectations, Qualifications, Responsibilities and Duties

The **Adult Ministries Pastor** oversees all Adult Ministries: Adult Groups, Congregational Care, and Hospitality Teams, under the direction and leadership of the Lead Pastor. This requires a firm grasp of the beliefs, values, and strategies of Cross Bridge Church and the ability to recruit, lead, and inspire Ministry Leaders and Teams. This Pastor will work closely with our Assimilation Coordinator to point guests toward The Journey as their next step in getting to know the church, being equipped to grow in their faith, and discovering their giftings to serve. The Adult Ministries Pastor will be responsible for the following:

All Cross Bridge Church staff must model Biblical priorities, including but not limited to:

Upholding the Biblical priorities and core values of Cross Bridge Church; reflecting a growing personal relationship with Christ; modeling a strong relationship with his or her spouse and children (if applicable); striving to fulfill his or her purpose in life and ministry while demonstrating integrity in words, relationships, and actions.

- These objectives are accomplished by:
- Committing to a daily quiet time with God.
- Participating in (not necessarily leading) a small group.
- Setting appropriate boundaries to protect character and integrity.
- Developing personal evangelism opportunities within and outside the church.
- Supporting the ministries of Cross Bridge Church by faithful tithing (at a minimum).
- Adhering to the qualities and characteristics required of Cross Bridge employees as defined by the Staff Handbook.

1. **Adult Groups**

Constructing practical on-ramps and scalable systems and methods to encourage connection in several types of groups: Social Circles, Classes, Life Groups, or

Healing Ministries / Groups like Celebrate Recovery in the future. This may include sign-up areas, video testimonies, regular group launching events, keeping website information current, etc.

Overseeing information, attendance, and tracking trends for groups in Planning Center.

Utilize our Leadership Pipeline model to recruit, train, equip, and coach new Adult Group Leaders and Adult Group Leader Coaches. Provide ongoing training, spiritual development, and evaluation materials for the continual growth of Coaches and Leaders.

Monthly meetings with teams at Dream Team Event. Oversight of Resource Center materials, Lending Nook (library) materials, and group curriculum for theological alignment and relevant content.

2. Congregational Care

Provide oversight for congregational care, which includes our visitation pastor, meals, cards, benevolence, and prayer teams. Oversee the resources, communication and follow-up for communion and baptism.

3. Adult Outreach Events

Continue to develop an outward-focused discipleship culture by planning two major "Living on Mission" outreach days for all the adults in the church. Also, working with Outreach Coordinator to plan intergenerational outreach events and equip adult group leaders for outward-focused opportunities for their group.

4. Hospitality

Oversee the teams and leaders that provide our first impression to guests, including our Greeters, Ushers, and Cafe. Ensure teams are equipped with tools and training to create an inviting, friendly and helpful atmosphere, focused on connecting guests with resources and next steps as appropriate.

5. Management & Administration

Hold regular office hours Monday through Thursday, 9 am – 5 pm (flexible as opportunities arise to connect with the community and to fulfill other areas of primary responsibilities)

Weekly "Direct Report" meeting with Lead Pastor for mutual support.

Weekly meetings with assigned staff (1-2 direct report employees) assigned by the Lead Pastor.

Annually present budget proposals for the upcoming year and ensure that expenses are maintained within the approved Adult Ministries Budget.

Participate in weekly worship planning staff meetings and bi-weekly strategic staff meetings and other meetings as scheduled.

All other duties as assigned.

Qualifications

A minimum of a bachelor's degree is desired.

Ordination in the Church of the Nazarene is desired, or willing to complete the Course of Study to become ordained in the Church of the Nazarene.

U.S. Citizenship is required.

Compensation includes salary, housing allowance, healthcare stipend, child discount at Learning Center, other benefits, and paid vacation. The compensation package will be based on the level of experience.