

## JOB DESCRIPTION

### *Adult Ministries Director*

Reports to: Pastor of Groups & Connections  
Employment Status: Exempt (Minister)  
Membership: Required to be a member upon hire

## POSITION SUMMARY

The Adult Ministries Director is a Christ-centered individual, strong and growing in his or her faith, a student of the Bible, “above reproach” (1 Timothy 3 and Titus 1), and active in the church. He or she should be currently demonstrating a “missional” life and have a passion for seeing The Bridge be connected in community, and effectively serving out in the community—all in pursuit of a genuine, authentic relationship with Jesus Christ. The candidate should be relationally driven and passionate about equipping the church for missional living. He or she demonstrates an externally focused life, applying their own God-transformed life to impact the lives of others.

This position is a key team player on the Adult Ministries team at The Bridge, with specific oversight of women’s discipleship; including small groups, fellowship, outreach and spiritual counseling. The primary purpose of this job is to spread the Word of God, develop the disciple and care for the women within The Bridge Bible Church.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Actively support, implement, and execute the church wide vision through entire ministry area
- Passionate for God’s Word and the ability to teach it to women.
- Serves in tandem over Adult Ministries with the Pastor of Groups and Connections
- Helps shape small group and discipleship culture at The Bridge, not just over women’s small groups, but a holistic approach
- Lead, mentor, disciple leaders in Adult Ministries
- Responsible for all women’s ministry; providing vision, direction and support to ministry area, volunteer teams and others
- Partners in supporting, maintaining, and innovating our holistic small group “stream” (curriculum, onboarding, evaluation tools, training, etc.)
- Partners in recruiting, training, and develops leaders for new and existing ministries
- Actively attends and participates in various women’s ministry events
- Collaborates with and guides women’s ministry leadership team to maintain its mission with bench marks to measure and evaluate present and future ministries within women’s ministries
- Utilizes and delegates to office support staff and volunteers as needed
- Collaborates with various members of the pastoral staff to advocate and represent female issues, needs, and perspectives in decision making and vision-casting
- Attends all weekly staff meetings, some scheduled Pastor meetings, and other meetings as needed; leading meetings and devotions as requested
- Attends conferences and seminars for both professional and spiritual personal development
- Teaches the Word of God to women
- Shepherds, prays for and encourages women
- Provides spiritual care to women during life’s special moments, crises, or when needed
- Ensures all small group curriculum is biblically sound
- Social media postings & engagement (Facebook and Instagram)

- Manage ministry budget for women's events and pastoral care
- Other duties as assigned

## **MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, ABILITIES)**

- Must have a strong and growing relationship with Jesus Christ and it should be evident in both the personal and professional life
- Must agree to The Bridge's mission statement, values and confessions of faith
- Must be able to uphold and support the mission statement, values and confessions of faith
- Bachelor's degree in biblical studies or related field
- Equivalent of education and/or experience will be considered
- Passionate for the discipleship of women
- Ability to manage differing biblical opinions
- Ability to teach, present and defend the word of God and biblical views consistent with The Bridge's biblical convictions
- Ability to apply discretion and trust keeping strict confidentiality
- Strong leader with the ability to build consensus
- Shepherd who is caring and constructive
- Value of team and innovation
- Leadership development experience with the ability to better and desire the ministry, staff and volunteers
- Track record of reliability, dependability and conscientious work habits
- Administratively gifted with excellent organization skills
- Ability to organize and prioritize effectively
- Ability to adapt and work efficiently in a rapidly changing dynamic environment with deadline pressures

## **ABOUT THE BRIDGE**

The Bridge is an externally-focused church seeking to embrace our "sending" by Christ into our community and world in order to see people redeemed and transformed for His glory. Our mission statement is: "Inviting the striving to something really real." Guided by the Holy Spirit, we are a people who are a manifestation of the gospel and who seek to become stewards of the transforming message of God's love and grace as we invite God to invade and inhabit every moment of our lives.

Founded in September 2003, The Bridge has sought to grow primarily through salvation. Currently, our total attendance (including the children's program) is 2,300 on a given weekend—and we continue to grow. The Bridge desires that all of our attendees become true disciples of Jesus Christ. Discipleship is about living out a life of radical obedience to Christ and being transformed by His Word through His grace. At The Bridge, people experience that life transformation and an ever-deepening relationship with Christ through "Big Group" (main worship service) "Small Group" (weekly community groups meeting in homes) and "No Group" (personal devotional time in God's Word).

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.



Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

## **NOTE**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.