

Memorial Drive Presbyterian Church
Loving God. Proclaiming Christ. Giving Generously. Engaging All.

Position Description
Equipping Ministries Pastor

Ministry Area: Equipping
Reports To: Executive Pastor
Direct Reports on Staff: Adult Ministries Director
Singles Ministry Director

Position Description: The Equipping Ministries Pastor is responsible for embracing and fulfilling the biblical model for ministry (as expressed in Ephesians 4:11-12), by equipping people to grow in their faith, helping them to deepen their biblical and theological understanding and to develop a Christian worldview, and discovering their unique giftedness and role in building the Church of Jesus Christ.

Specific Responsibilities:

- Oversight and management of all adult education programs, to include...
 - Adult Sunday school classes;
 - Ongoing Wednesday night programs on a variety of topics;
 - Classes such as Bible Study Discussion, annual elder training in polity and theology, as well as annual events such as the family retreat at Mo-Ranch, the Spoken Word, and prayer retreats.
- Supervise and support the Adult Ministries Director (small groups and Seniors);
- Supervise and support the Singles Ministry Director;
- Collaborate with Connections Ministry to administer a seamless process of welcoming and helping visitors and new members find a nurturing place in classes and small groups;
- Oversight and management of the Equipping libraries.
- Utilization of Teachers and Volunteers – primary responsibility for defining teaching and volunteer roles, and oversight of those who select, train, and provide work direction for teachers and volunteers.
 - ❖ Provide leadership in recruiting, training, mobilizing, and deploying teachers and volunteers in ministry;
 - ❖ Work directly with the Adult Ministries Director in providing leadership for the teachers and volunteer leaders for Sunday morning programs; which includes supporting existing classes in the selection of curriculum, teachers, and resources, along with developing new study materials and opportunities for spiritual growth and development;
 - ❖ Direct impact on approximately 150-200 teachers and volunteers.
- Financial Accountability (not including payroll)
 - ❖ Level of Responsibility – Direct Impact – direct responsibility for the preparation and management of the Adult Ministries budget (approximately \$50,000.00.)
- General Pastoral Duties

- ❖ Prays with and for staff, elders, the congregation, mission partners, and God's Kingdom work in the world;
- ❖ Shares personal faith with others, inviting them into a life of discipleship with Christ;
- ❖ Counsels and advises staff, elders, and congregation, as appropriate;
- ❖ Participates regularly in worship, on Sundays and other times, preaching when called upon by the Senior Pastor;
- ❖ Conducts weddings and funerals, including the necessary counseling and follow-up.

Additional Requirements:

- Resources and supports appropriate committees outside the Ministry area;
- Integrates MDPC's Equipping Ministries with other MDPC ministries in order to provide a collaborative, coordinated, and comprehensive ministry.

Qualifications:

- Theological degree from an accredited seminary, with a minimum of five years' ministry experience;
- The spiritual gifts of teaching, administration, leadership, pastoring, etc;
- Proven experience in recruiting, training, mobilizing, and deploying teachers and volunteers in ministry;
- Computer literacy is required including, but not limited to, MS Word, MS Excel, MS Outlook, and presentation software (e.g. Power Point);
- Proven experience working in a large, multi-staff church setting.

Expectations of All MDPC Employees:

- A personal and growing commitment to Jesus Christ as Savior and Lord;
- A commitment to the authority of Scripture and to a lifestyle of Christian holiness;
- A willingness to work within the framework of the church's polity and procedures;
- A willing heart, teachable spirit and positive attitude;
- A team ministry commitment which places the good of the whole over individual goals;
- An ability to work collaboratively with staff and volunteers
- A professional approach and appearance;
- Integrity, humility, flexibility, and a sense of humor;
- A passion for excellence for the glory of God.

The above statements are intended to describe the general nature and level of work for this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required.

MDPC is committed to the principle of diversity in employment for all qualified persons without regard to race, color, national origin, sex, disability, or age. Each employee is expected to honor and respect all other employees and to demonstrate commitment to these principles of diversity. Non-compliance with this policy may result in termination.

If you are interested in applying to this position, please submit a resume and cover letter to pnc@mdpc.org. For more information, please visit www.pnc.mdpc.org.