

## **Mission Church - Job Description**

### **BASIC IDENTIFICATION: Young Adults Director**

POSITION REPORTS TO: Grow Ministry Leader

TIME REQUIREMENTS: Full Time

### **GENERAL SUMMARY:**

The Young Adults Director is responsible for providing direction and leadership for the Young Adults Ministry, aligning it with the overall mission, vision, and values of Mission Church. This role requires a visionary leader with the gift of teaching who is passionate about discipling young adults and developing volunteer leaders.

### **ESSENTIAL COMPETENCIES/DUTIES:**

#### **Ministry Programming:**

- Create an environment that Young Adults desire to be a part of for gospel-centered community and spiritual growth.
- Provide and communicate vision with staff, leadership, and Young Adults to create an environment that helps people ages 18–29 build community and grow in their understanding of the gospel.
- Encourage community and discipleship relationships with those involved in the ministry.
- Work to provide a healthy small group environment that aligns with the overall vision of the Grow Ministry at Mission Church.
- Plan the Young Adults ministry calendar, including sermon series topics, groups, socials, special events, and conferences, and communicate these to the Grow Director for coordination with leadership and communications.
- Plan services for Young Adults gatherings, including service flow, coordinating worship, communication with volunteers, planning meals, and other ministry activities.

#### **Volunteer Leadership and Development:**

- Provide weekly communication with volunteers and oversee the recruitment, scheduling, and leadership of volunteer teams within the ministry, including but not limited to: Guest Services, Food Team, Prayer Team, and Group Leaders, while following the volunteer pipeline process of Mission Church.
- Encourage volunteers to attend all leader trainings provided by the Grow Ministry and offer additional training as needed.

#### **Collaboration:**

- Work closely with the Student Pastor to ensure a seamless transition from High School into the Young Adults Ministry.
- Work closely with the Grow Team to ensure a seamless transition from Young Adults into the Grow Ministry.
- Regularly communicate with the Gather Team for planning, preparation, and evaluation of Gather Nights (social events or large group teaching nights).
- Coordinate with the Go Director to promote local and global ministry opportunities for Young Adults.
- Work closely with the Stewardship Team to ensure all volunteers are put through the volunteer pipeline, and all groups and attendance are logged in Fellowship One. Will also

execute timely follow-up with those in the Fellowship One Pipeline to help them get involved and/or volunteer in the ministry.

- Oversee communications for the Young Adults Ministry, including creating a social media plan, working with the Communication Director based on ministry needs, and communicating with Young Adults via email.
- Ensure all items are regularly updated in Planning Center Online.

### **Pastoral Staff Responsibilities:**

- Be available for shepherding and discipleship relationships within the church body.
- Be available and involved in the Discover Mission Class as needed.
- Work with the Lead Pastor and Teaching Team to be aware of upcoming teaching responsibilities outside of Young Adults.
- Work alongside the Grow Team to develop and provide Together@Mission events for Men and help with Men's Read and Pray as needed.
- Other duties as assigned.

### **QUALIFICATIONS:**

- Associate's or Bachelor's degree, preferably in Ministry or a related field.
- Two years of experience leading Young Adults or an adjacent vocational ministry.
- Strong ability to teach and exegete the Word of God correctly while engaging the culture, allowing the Word to speak to head, heart, and hands.
- Demonstrates computer proficiency, including ProPresenter, F1, Microsoft Office, and social media platforms.
- Demonstrated ability to resolve conflict with peers, supervisors, and volunteers in a healthy, biblical manner.
- Flexible spirit and the ability to manage multiple responsibilities and priorities effectively.
- Ability to anticipate challenges and initiate clear, timely, and thoughtful solutions.
- Self-starter who takes initiative, plans ahead, and builds strong volunteer teams to support the ministry. Strong ability to identify needs and execute tasks within the ministry.
- Able to work nontraditional hours, including Sunday mornings and weekday evenings.
- Maintains confidentiality and handles sensitive information with discretion.
- Strong verbal and written communication skills; highly relational and willing to engage in difficult conversations.
- Ability to manage people and value volunteer recruitment, development, and multiplication as a core ministry priority.
- Ability to work collaboratively across departments while supporting and guarding the unity of the body at Mission Church.
- Supports and upholds the membership covenant, mission, and values of Mission Church.

### **BASIC PERSONAL RESPONSIBILITIES:**

- A male who meets the character qualifications of 1 Timothy 3 and Titus 1.
- Financially and personally support the vision of Mission Church.
- Complete Mission Institute courses within the first two years of employment (if not already completed).
- Adhere to the qualities and characteristics required of Mission Church employees as defined in the Policies and Procedures Handbook.
- Become an active Partner of Mission Church and uphold its Core Values.

- Uphold Biblical priorities in life in the following order: 1) Growing personal relationship with Christ, 2) Relationship with spouse (if married), 3) Relationship with children (if applicable), 4) Purpose in life and ministry.