



STONEHILL CHURCH

Job Description

Position Title: Executive Director of Adult Discipleship
Reports To: Executive Pastor
Revised: 8-10-22
Supervises: Next Steps Director

Department: Adult
Status: Full-time
Pay: Salary

Primary Purpose

The Executive Director of Adult Discipleship's primary role is to help the adult attenders of Stonehill to take their next step on the Stonehill discipleship pathway through the leadership of our Community Groups, Men's' and Women's Ministry, Mid-level studies and events, Next Steps, and First Impressions teams.

Specific List of Responsibilities:

Community Group Leadership

- **Work with the SH staff to develop church-wide strategies surrounding Community Groups. This includes:**
 - Semi-Annual church-wide campaigns.
 - Leadership development. Create and implement an intentional pipeline process for group leaders.
 - Growing the Community Group ministry to keep up with the overall growth of SH and to ensure our CG to Sunday AM attendance ratios stays above 80%.
 - Regular evaluation of group effectiveness.
 - Overseeing group study content. Cultivate biblical curriculum for community groups and create sermon study guides that have biblical depth and practical application.
 - Recruit and develop a team strategy that is sufficient to care for the number of leaders at Stonehill.
- **Design, implement and manage strategies that make it easy to join a group. This includes:**
 - A process that is relational and is intentional about placing people in groups they will personally connect with and want to stay in.
 - Developing website content and group finder capability.
 - Periodic church-wide emails with easy-to-use click-to-join opportunities.
 - A lobby presence designed to make it easy to get information.

- **Create and oversee leader development that finds and equips leaders over time. This will include:**
 - Communication strategies.
 - A recruitment plan and process.
 - Clear leadership expectations.
 - On-site, decentralized and web-based leader development opportunities.
 - Coaching.

Oversight of Men’s and Women’s Ministry

- Create mid-size events and groups for men and women to grow together relationally and in their depth of understanding of the Bible.
- Direct leadership over the men’s ministry team while leading the women’s leader.

Oversight of specialty and mid-level adult groups.

- These groups might include but not limited to: Rooted, Financial Peace, Summer Sessions, Parenting events, Bible Studies, etc.

Leads Next Steps, and First Impressions Staff:

- Our Next Steps Team is made up of one full-time Next Steps Director, a part-time First Impression Coordinator, and part-time Office Administrator.

Professional Competency

- At least three-years of experience on a team within a medium to large church context that reveals skills necessary for this role.
- An applicable educational background. (Bible degree preferred)
- Ability to supervise pastoral staff and to understand, motivate, and support ministry leaders.
- Personal initiative and diligence that produces follow-through in tasks.
- Understand group dynamics and ensure effective consensus building and decision-making.
- Strong interpersonal skills—ability to communicate persuasively and compassionately, both orally and in writing.
- Promotes a positive attitude and working environment, desires to have fun, and is flexible.

Personal and Spiritual Requirements

- Commitment to personal spiritual growth and healthy lifestyle.
- Models standards and expectations of leaders within Stonehill Church, including . . .
 1. Partnership.
 2. Regular attendance at all services and Stonehill Church.
 3. Abstain from tobacco and illegal substances.

STONEHILL’S PARTNERSHIP PATHWAY

Staff Team Members have an expectation of upholding the Partnership Pathway of Stonehill.

Gather- Each Staff Team member needs to be committed to being at Sunday services on a regular basis. Our Community Groups are an integral part of our church so it is vital to be part of a Community group on a regular basis.

Grow- It is hard to lead somewhere you have never been. It is critical that Staff Team Members are personal growing in their walk with Christ. This should include daily Bible Study and Prayer.

Give- It is important that each Staff Team Member is giving their Time, Treasure, and Talents. A staff member should be committed to giving their tithes and offering to our local Church. (Stonehill)

Go- This can look different, but a Staff Team Member is going by serving in and out of Stonehill, (local community) by creating discipleship relationships where you are pouring spiritually into others, and by being involved in local and global outreach.

*The functions described herein are not the only responsibilities and tasks to be performed by the individual occupying this position. The individual will be required to follow any other instructions and to perform any other job-related duties as required by his/her supervisor or manager. Requirements stated herein are minimum levels of knowledge, skills, and/or abilities to qualify for this position. To perform the responsibilities of this position successfully, the individual will possess the abilities and aptitudes to perform each task proficiently. "Ability" means to possess and apply both knowledge and skill.

This job description includes the essential functions of the job that an incumbent must be able to perform with or without reasonable accommodation. This document does not create an employment contract, implied or otherwise. The organization maintains "at will" employment. This job description is subject to review, and may be revised or updated at management's discretion.