

Pastor of Adult Ministries Job Description

Upland Community Church (UCC) is a body of believers within the Fellowship of Evangelical Churches (FEC). The mission of UCC is “to equip the generations to minister the Gospel of Jesus Christ in a word and deed.” A major role of the ministry staff is to support, encourage, and develop lay leadership to realize the church’s mission. While each staff member will be responsible for different areas of ministry, they are expected to function as a team—assisting in a variety of areas, promoting the development of interdependent ministries.

The ministry staff can be characterized as a group of servant-leaders facilitating and developing the laity for ministering the gospel and supporting fellow believers. The Elder Board will work with the ministry staff to ensure that the church’s ministries are in alignment with UCC’s mission, vision and core values.

General Information

1. Position Title: Pastor of Adult Ministries
2. Reports to: Lead Pastor and Elder Board
3. Regularly meets with: Lead Pastor, Elder Board, Administrative Council, Adult Ministries Board
4. Purpose of this Position: To provide pastoral leadership and administrative oversight for the adult ministries of UCC.
5. Characteristics: The Pastor of Adult Ministries should be a biblically discerning, motivated, well-organized administrator with a passion for discipleship and body life.

General Qualifications

1. Vibrant relationship with Jesus Christ
2. Godly leadership qualifications as defined in 1 Timothy 3, Titus 1 and 1 Peter 5
3. High integrity and ministerial competence effectively serving in a humble, Christ-like manner
4. Ability to inspire and motivate Christian service within the congregation and help members of the body to identify and effectively use their spiritual gifts
5. Strong alignment with FEC doctrine, policies and papers
6. Flexible team player
7. A degree in Biblical Studies, Pastoral Ministries or Christian Education, Theology, Divinity, or related field is required with a preference for a graduate degree.
8. Prior experience in a church, missions, or ministry setting

Specific Responsibilities

1. **Adult Ministries:**
 - a. **Sunday Morning Adult Christian Education Classes**– Vet and secure teachers. Ensure theological alignment of class content with UCC/FEC. Oversee classroom set-ups, media requirements, signage, and promotional communication. May include regular or occasional teaching.
 - b. **Home Groups:** Provide leadership and support to the groups, including signage and promotional communication.

- c. **Men's Ministry:** Provide direct leadership and support for the Men's Ministry and oversee promotional communication. May include regular or occasional teaching.
 - d. **Women's Ministry:** Assist with leadership and administrative support for the Women's Ministry and assist as needed with promotional communication
 - e. **Guest Services:** Provide direct leadership and administration for Guest Services.
2. **Adult Ministries Board (AMB):**
 - a. Attend AMB meetings.
 - b. Directly Assist the AMB with All-church events (planning and execution).
 - c. Work with the AMB to prepare the Annual Budget.
 - d. Monitor Budget
 3. **Assimilation:**
 - a. Provide promotional communication
 - b. Oversee or teach Newcomer/New Member classes
 - c. Work with office staff to assist onboarding visitors, attendees, and members
 4. **Congregational & Community Care as needed**—may include visitation, outreach, mentoring, preaching, teaching, counseling
 5. **Assist in weekly worship services as needed**—may include various service elements such as the Morning Prayer and/or filling the pulpit occasionally.