



Job Description: **Young Adult and Discipleship Associate**

LFBC Classification:	Ministerial Staff
FLSA Classification:	Part-Time, Non-exempt
Reports to:	Minister of Education and Administration
Evaluation Due:	Annually by Minister of Education and Administration
Supervises:	Directly supervises College Ministry Leaders, Young Adult Singles Ministry Leaders, and Young Adult Ministry Leaders (Discipleship/Sunday School).

Job Objective

The Young Adult and Discipleship Associate shall provide for the general oversight of the educational and discipleship ministries of the Young Adult area (college, young adult singles, and young adult married). He shall work in cooperation with the Minister of Education and Administration and Senior Pastor in implementing the overall vision of the church as well as supervise specific area ministry, program, and volunteer staff. He shall be responsible to remain in accord with the Bible, Baptist doctrinal beliefs and the Church Covenant.

Physical Demands

This position may require prolonged sitting, standing, bending, stretching, baptizing, and lifting up to 20 pounds. It requires hand-eye coordination and manual dexterity sufficient to operate a keyboard and other technical equipment. The position requires normal and/or correctable range of hearing and vision.

Work Conditions

Ministry is primarily conducted in a church environment, but may include medical, residential, and public environments. Local, national, and international travel can be expected as needs arise. The church campus includes five buildings, each with two levels.

Minimum Qualifications

1. Belief in Jesus Christ as personal Lord and Savior.
2. Belief in the inerrancy of the scriptures.
3. A man who exhibits the godly characteristics in 1 Timothy 3:1-7, Titus 1:5-9, and 1 Peter 5:1-4.
4. Working towards a Bachelor's or Seminary degree.
5. Highly proficient written and oral communication skills.
6. Demonstrates an ability to organize leaders, budgets, and resources.
7. Individual who exhibits strength and leadership with kindness and grace.
8. A person who is real, genuine, and approachable.
9. Demonstrates the ability to plan and manage budgets.

Essential Duties and Responsibilities

- Plan and manage overall ministry design and oversight of Young Adult age-group ministries.
- Sets the vision and direction for Young Adult Sunday School and Discipleship ministries.
- Coordinate and provide leadership and other Young Adult activities designed to clarify and execute LFBC goals, objectives and vision set forth by the Minister of Education and Administration and the Senior Pastor.
- Provide an appropriate discipleship process to increase the spiritual maturity of young adults in the congregation.

- Work with the Minister of Education and Administration to plan and implement a discipleship program to help the entire congregation grow and mature as disciples of Jesus Christ.
- Participate in worship and pastoral care activities as assigned by the Minister of Education and Administration or Senior Pastor; preaching at appointed times; participating in marriage services and funerals; assisting with hospital calling and other visits of need; and counseling, as required.
- Provide general oversight for the Young Adult ministry as well as work closely with leadership teams to implement vision and direction in the College, Young Adult Singles, and Young Adult Married ministries.
- Recruit, hire, train, lead, schedule and provide direction to volunteers in the Young Adult Sunday School, Discipleship, and other educational ministries.
- Select, evaluate, create and monitor overall curriculum choices for the Young Adult Sunday School and Discipleship ministries.
- Coordinate yearly Young Adult ministry calendar with other ministries in the church.
- Develop and oversee Young Adult ministries designed to enhance outreach in the local community.
- Develop enlistment strategies that increases lay involvement in the Young Adult ministries of the church.
- Clearly communicate vision and purpose of the Young Adult ministries to the congregation.
- Provide accurate and timely management of financial matters related to the Young Adult Ministry.
- Coordinates and oversees the creation of the annual Young Adult budget with the Minister of Education and Administration and finance team.
- Perform duties and responsibilities in a manner to glorify Christ and further the mission and ministry purposes of Little Flock Baptist Church.

This list is not inclusive of all expected duties of the Young Adult and Discipleship Associate and are subject to change by the Minister of Education and Administration, Senior Pastor, or Personnel Team.

Employee Acknowledgement

I meet the minimum qualifications. I have the ability to perform the essential duties of this job, with or without Reasonable Accommodation.

Yes No

Employee Name/Signature

Date

Supervisor Name/Signature

Date