



## **JOB DESCRIPTION: Minister/Director of Spiritual Formation and Care**

**Reports to: Head of Staff**

**BECAUSE EASTMINSTER PRESBYTERIAN CHURCH IS A CHRIST CENTERED, INTENTIONALLY CROSS CULTURAL CHURCH, ALL EMPLOYEES ARE TO BE COMMITTED TO THE GOSPEL OF JESUS CHRIST IN BOTH BEHAVIOR AND LIFESTYLE. IT IS UNDERSTOOD THAT ALL EMPLOYEES OF THE CHURCH WILL BE COMMITTED TO THIS VISION AND BE WELCOMING AND INVITATIONAL TO ALL PERSONS IN THE COURSE OF COMPLETING THEIR DUTIES. ALL STAFF MEMBERS ARE CALLED TO BE ENTHUSIASTIC AND ENERGETIC IN THEIR WORK FOR THE LORD.**

### **PURPOSE:**

The Minister/Director in this position is to gather the adults of Eastminster in creative ways so that they can be cared for deeply and drawn into a fruitful process of spiritual formation, where they will deepen their faith, strengthen their Godly commitments, and become more and more like Jesus Christ in their lives.

This Minister/Director will attend to individuals but develop groups. The intended audience for the activities of this position includes all adults of Eastminster with a focus on those in their 20s-40s. The scope of work for this position flows out of the overall ministry of the church, but the Minister/Director will equip and resource the Adult Discipleship, Membership, and Deacon teams. In all instances, the activities of this position will be aligned with Eastminster's vision as set forth by the Session and Pastor.

### **JOB DESCRIPTION:**

- **Connect**
  - *With the Eastminster* vision by taking up the call to be “centered in Christ and intentionally cross-cultural” in all Spiritual Formation and Care offerings.
  - *With the Eastminster community, staff, and leadership teams* (Congregation, Session, Adult Discipleship/Membership (ADM), and Deacons) in their weekly, monthly, and yearly rhythms of worship, prayer, work, and time together. This includes regular Sunday worship services.
- **Develop**
  - *A vision for congregational spiritual formation and care* that is guided by the Holy Spirit and done in collaboration with the Pastor and leadership teams (ADM and Deacon Board) of the church.
    - *Implement this vision* by providing direction, support, and leadership resources for the annual, programmatic ministries of Christian formation at Eastminster.
    - *Communicate this vision* by encouraging the community to participate and making known the spiritual and practical needs of Eastminster's spiritual formation and care programs.

- **Gather and Equip**
  - *Adults* (with a particular emphasis on adults in their 20s-40s) in creative ways to encourage spiritual, theological, and relational depth among the participants.
  - *New members/participants* so that they might commit themselves to the on-going ministry and fellowship of the Holy Spirit and church.
  - *Leaders of the spiritual formation and care* ministries so that they might share their God-given gifts joyfully, effectively, and fruitfully with the community.
  - *The Deacon Board* to administer spiritual care to the congregation, with a special emphasis on the sick, hungry, and shut-ins.
- **Reflect**
  - *Provide for a rhythm of yearly reflection, discernment, and assessment* of all ADM programs, curriculums, and offerings to ensure that they are in alignment with the direction and vision of Eastminster's Congregation, Session, and Pastor.

### **QUALIFICATIONS:**

- Devoted to Jesus Christ, lover of God, guided by the Holy Spirit.
- A leader in ministry and its administration.
- Experienced in working towards a common vision in a diverse and cross-cultural setting.
- Gifted in gathering people so that they might deepen their life, faith, and devotion to God.
- Demonstrated ability of inviting, nurturing, and directing qualified volunteers, church leaders, and staff to participate in shared ministries.
- Effective in coordinating and managing weekly, monthly, and yearly programmatic ministries.
- Excellent in communication, interpersonal, and pastoral care skills.
- Can work effectively in collaboration with others but also with little supervision.
- Has current ACT 33/34 and FBI fingerprint clearances.

### **EDUCATION/EXPERIENCE:**

Minimum Bachelor's degree with Ministry or Education concentration plus a minimum of 5 years' experience in ministry as a leader in diverse and cross-cultural settings/congregations.

### **SCHEDULE:**

This position is an exempt, full-time position.

---

**This job description is not intended to form a guarantee and or contract regarding any term and or condition of employment. Accordingly, Eastminster Presbyterian reserves the right to modify or change any and all terms or conditions, including, job duties and requirements based on operational, fiscal and or performance issues or demands.**

*Draft A. Teter 10/26/22*