

POSITION: Director of Adult Discipleship Ministry  
SCOPE: Salaried; Full Time 40 Hours Per Week  
CHURCH: St Andrew's Presbyterian Church - PCUSA, Tucson, AZ 85704 <http://www.sapctucson.org>

VISION: With the church's vision *"To know God and to make God known through lives transformed by Christ"*, the Director of Adult Discipleship Ministry (ADM) leads a collaborative effort with the ADM Committee to craft and deliver a dynamic, outcomes-driven strategy for adult spiritual formation and evangelism. Leveraging deep theological expertise and strategic visioning, the Director designs a diverse portfolio of small groups, retreats, training workshops, and outreach events. These programs will engage adults of all life stages including singles, couples, divorced, widowed, men's and women's cohorts addressing the realities of an increasingly secular, disconnected culture.

*The goal of this leadership position is to help people encounter Christ, grow in faith, and build a genuine community that supports living and sharing their faith daily.*

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#### MAJOR RESPONSIBILITIES

1. Program Development & Curriculum Management
  - Conduct regular needs assessments (surveys, focus groups, attendance metrics) to identify emerging interests and gaps across demographics.
  - Develop, implement, and evaluate adult learning curricula (Bible studies, prayer groups, retreats, evangelism training), applying best practices in adult education and multigenerational engagement.
2. Volunteer Leadership & Coordination
  - Recruit, train, and mentor volunteer group leaders, providing comprehensive resource toolkits and ongoing pastoral care support.
3. Committee Engagement & Cross-Functional Collaboration
  - Convene and facilitate monthly ADM Committee meetings with structured agendas: opening devotion, prayer, data review, ministry updates, and actionable next steps.
  - Cultivate a culture of relational leadership, fostering peer mentoring, cross-generational discipleship, and collaborative decision-making.
  - Partner with clergy, staff, and lay leaders to integrate ADM initiatives into broader church vision and community outreach.
4. Communications & Digital Outreach
  - Collaborate with the Director of Communications to create compelling website content, email campaigns and social media strategies that promote ADM offerings.

Interested persons should submit their cover letter and resume to: <a href="mailto:ADMdirsearch@gmail.com">ADMdirsearch@gmail.com</a>
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**5. Innovation & Cultural Engagement**

- Monitor cultural trends to design innovative, contextually relevant events (pop-up studies, thematic retreats, digital devotion series).
- Pilot and refine new delivery formats—online small groups, hybrid gatherings—to accommodate varied schedules and increase accessibility.

**6. Pastoral Care & Responsive Ministry Support**

- Provide one-on-one spiritual guidance, crisis support referrals, and prayer ministry with empathy, confidentiality, and conflict-resolution proficiency.
- Respond promptly to discipleship and outreach requests, coordinating seamlessly with pastoral staff for integrated care.

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**QUALIFICATIONS**

- Spiritual Maturity & Theological Proficiency: Demonstrated personal commitment to Christ, regular Bible study, and prayer; strong grasp of Reformed (Presbyterian) doctrine aligned with St. Andrew's Statement of Faith.
- Leadership & Management Expertise: 3–5 years leading adult ministry programs or small-group discipleship; experience mentoring volunteers and managing budgets.
- Communication & Teaching Gifts: Exceptional public speaking and writing skills; ability to develop and deliver engaging, biblically grounded teaching across diverse adult audiences.
- Relational & Pastoral Qualities: Empathetic listener, adept at building trust, mediating conflict, and fostering inclusive community.
- Education: Bachelor's degree required; seminary or graduate theological training preferred.
- Successfully passed criminal background check and fingerprint clearance.

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**COMPENSATION & BENEFITS**

- Salary: \$40,000–\$50,000 depending upon experience and qualifications.
- Benefits:
  - Shared-expense medical coverage
  - Employer-paid life insurance
  - Optional 403(b) retirement plan
  - Paid Time Off (PTO)

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**ADDITIONAL INFORMATION**

- Acts as a visible ambassador for St. Andrew's, modeling Christian leadership by word and lifestyle.
- Requires flexibility for evening and weekend events.
- Commitment to ongoing professional development in adult faith formation and ministry best practices.

*By integrating robust program management, volunteer coordination, digital outreach, and pastoral care, the Director of ADM will catalyze spiritual growth, deepen community bonds, and empower believers to fulfill the Great Commission.*

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