MINISTER OF MISSIONS AND ADULT EDUCATION

Pullen Memorial Baptist Church

Function: To coordinate, guide and support individuals and groups in community ministry programs and activities and international partnerships, and to plan and coordinate adult Sunday Groups.

Duties and Responsibilities:

Plans, organizes, develops, participates in, and/or supervises various missions and outreach programs such as Round Table Fellowship, Wiley tutoring program, ministry with persons experiencing homelessness and other local ministries of the church; coordinates international missions and partnerships and support circles.

Provides leadership in meeting requests for financial assistance from persons in need in the community.

Supports councils, committees and mission groups related to community ministry; provides primary support for Missions and Outreach Council, Peace and Justice Mission Group, Care of Creation Advocacy Group and Pullen Missions Women; serves as Hope Center liaison.

Designs hands-on outreach activities that inspire spiritual reflection for Pullen members; keeps Pullen members informed of vital needs and opportunities for ministry in the community; enlists, trains, and supervises volunteers for various outreach and community ministries; identifies and coordinates opportunities to partner with other agencies on areas of mutual interest and concern.

Plans, organizes, develops and coordinates adult Sunday Groups including adult Summer Sunday Group(s); identifies teachers and speakers; works with Education Council as needed in determining programming needs, priorities and ideas.

Assists the Pastor with worship planning including periodically developing and delivering the Sunday morning sermon or serving as liturgist; participates in pastoral care, especially with members of assigned groups.

Maintains necessary records and prepares reports as needed; monitors budgets for assigned groups.

Performs other duties as needed and assigned by the Pastor.

Relationships: Is supervised by the Pastor. May be designated by pastor as staff member on councils and committees and as liaison to coordinators. Staff member shall not have a vote on councils and committees. Works cooperatively with all staff.

Qualifications: Graduation from an accredited college or university with a bachelor’s degree, and at least four years of experience in social justice ministry, nonprofit or governmental social work, or related field; or an equivalent combination of education and experience. Prefer seminary degree or other theological training.
Selection: The search committee shall be composed of five to ten members with at least one member each from the Missions and Outreach Council, adult education representative, the community ministry volunteers and the Personnel Committee. The Pastor shall be a member ex officio, without vote.

October 15, 2017 (revised; position functions as of April 1, 2018)
December 2017 (position functions as of April 1, 2018)
November 17, 2020 (reformatted; used Function language fr website & Dec 2017 version; added language to Relationships & Selection fr Bylaws amended 3/17/19)