**Director of Ministry Development**

Full-Time, Salary

Reports to Lead Pastor

**Position Description:**

The Director of Ministry Development will develop, oversee, and guide the adult ministries of Calvary Monument Bible Church (CMBC). Using the CMBC ministry trellis (Care, Community, Global, Prayer, Study) as a template. The Director of Ministry Development will train, equip, and encourage the congregants at CMBC to serve and participate in the opportunities for ministry both at CMBC and in our broader community.

*\*The candidate hired for the Director of Ministry Development will understand that there is a possibility for future advancement by means of a call to the position of Associate Pastor of Ministry at CMBC.*

**Reports to:** Lead Pastor

**Key areas of Leadership:**

1. Providing essential oversight and guidance in mobilizing, training, and equipping volunteer ministry leaders to develop, maintain, and carry out ministry in the following areas currently named as…
   1. Global Ministries
   2. Adult Bible Fellowship (traditionally, “Sunday School”)
   3. Adult Small/Home/Community Groups
   4. Men’s Ministry and Discipleship
   5. Community Team
2. Incorporating a team approach in collaboration with CMBC’s Financial Assistant, Accountant, and the CMBC Finance Team to guide and maintain the fiscal health of the congregation.
3. Providing direction, encouragement, and oversight to the Building and Grounds keeper and the Building and Grounds Team.
4. Occasional Pastoral Duties as assigned or necessary.
   1. Preaching/Teaching
   2. Visitation & Care
   3. Funerals, Weddings
   4. Administrative Functions
      1. Maintains own Calendar and Appointments
      2. Answers own Correspondence (Emails, Phone Calls, etc…)
      3. Providing administrative guidance and direction to Ministry Directors (i.e. collaboration across ministry silos, financial, facilities, and grounds questions).

**Qualifications:**

* Disciple of Jesus with a heart to grow in a greater love for God and others.
* Loves and believes in the essential ministry of the local church.
* Desire to reach those who do not yet know Jesus, with the good news of Jesus.
* Willing to work in accordance and harmony with the CMBC Bylaws and Statement of Faith
* Motivated to engage in a very socially demanding career.
* Able to work in a highly collective and collaborative environment, a team player.
* Proven track record of ministry leadership, including 5+ years of ministry experience.
* Open minded, with a desire to learn and grow as evidenced by an ability to work in a distinctively Christian environment that is diversely populated in social, political, cultural, and theological principles.
* Able to navigate complex relational dynamics, as evidenced by a willingness towards deep listening, with an ability to mediate between disagreeing parties working towards mutually acceptable outcomes (compromise).
* Bachelor’s degree in a field of study relatable to the position.

**Interested applicants…**

Please email your cover letter, resume and/or curriculum vitae, personal doctrinal statement, salvation testimony, statement of current ministry situation, including three references to [cmbc@calvarymonument.org](mailto:cmbc@calvarymonument.org).