

HOUSTON'S FIRST BAPTIST CHURCH

Position Assignment:

Proposed Job Title: Minister of Adult Discipleship **Department:** Cypress Grow

Recruited By: Min of Campus Development **Reports To:** Min of Campus Development

Location: Cypress Campus **Status:** Full Time Exempt

Proposed Employment Category: IIB

Summary of Position: The Minister of Adult Discipleship will be responsible to the church, under the direction of the Minister of Campus Development, for the day-to-day leadership, development, and oversight of HFBC Cypress's Adult Discipleship Ministries.

Duties and Responsibilities:

Discipleship

- Oversees Adult Life Bible Study Ministry
 - Leadership Development
 - Equips Life Bible Study leaders each semester and meets with LBS leaders monthly, has periodic individual meetings and communicates with the leaders weekly
 - Responsible for identifying, enlisting, and equipping new LBS leaders
 - Handles all requests, communication, and promotion
- Oversees Wednesdays at Cypress Classes
 - Develop and implement the classes for all Wednesday PM Classes
 - Recruit and equip class leaders
 - Responsible for resources and set up for classrooms
 - Handles all requests, communication, and promotion
- Maintain a relationship with the Adult Team at all HFBC Campuses.

Events

- Plan and implement all events related to Adult Ministry and Discipleship building
- Handle all requests, communication, and promotion

Budget

- Responsible for the development, submission, and finalizing Adult Discipleship Budget
- Maintain and evaluate Adult Discipleship budget line items monthly

Staff

- Serve on the Grow Team (Preschool, Kids, Students, Women, Connections, and Adults)
- Participate in All Staff, Grow Team, Team First, and other meetings.
- Lead Adult Discipleship planning meetings
- Attend Planning Retreats

This job description is not all-inclusive and can be modified verbally and in writing by the position supervisor.

Skills Requirements: Select all that apply

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Language skills | <input checked="" type="checkbox"/> Math skills | <input checked="" type="checkbox"/> Reasoning ability |
| PC skills: <input checked="" type="checkbox"/> Windows | <input checked="" type="checkbox"/> MS Office | <input checked="" type="checkbox"/> MS Outlook |
| <input checked="" type="checkbox"/> Administration | <input checked="" type="checkbox"/> Service to others | <input checked="" type="checkbox"/> Teacher/Leader |
| <input checked="" type="checkbox"/> Good Communication skills | <input checked="" type="checkbox"/> Team builder | <input checked="" type="checkbox"/> Self-disciplined |
| <input checked="" type="checkbox"/> Servant leader | <input checked="" type="checkbox"/> Decision maker | <input checked="" type="checkbox"/> Strong work ethic |
| <input checked="" type="checkbox"/> Empathy for ministry partners | <input checked="" type="checkbox"/> Attention to detail | |

Education and/or Experience: Select all that apply

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> College graduate preferred | <input checked="" type="checkbox"/> Administrative Experience | <input checked="" type="checkbox"/> Personnel Management |
| <input checked="" type="checkbox"/> Church Staff experience preferred | <input type="checkbox"/> Other: Click here to enter text. | |

Organizational Relationships: Reports to Minister of Campus Development

Working Conditions: Select all that apply

- | | | |
|---|--|--|
| <input checked="" type="checkbox"/> 40 hour work week | <input checked="" type="checkbox"/> Additional hours as needed | <input checked="" type="checkbox"/> Occasional off campus activities |
| <input type="checkbox"/> Continuing Education | <input type="checkbox"/> Specialized training | <input checked="" type="checkbox"/> Occasional travel |

Prepared By: Kevin Phillips

Title: Minister of Campus Development

Date Prepared or Revised: April 8, 2025

Signature of preparer: _____

I have read and received a copy of my job description. I understand this document overrides anything I have understood in the past. I further understand that I am expected to work according to this job description. If I have questions concerning the work and what is expected of me, I will speak to my direct supervisor.

Employee Signature

Date

Print Name