



CHRIST THE KING CATHOLIC CHURCH

4000 Ave Maria Drive ~ Ann Arbor, MI 48105 ~ www.ckkcc.net

JOB DESCRIPTION: Director of Adult Discipleship

Accountability: Reports to Pastor

Supervisory Responsibility: Supervises the Assistant to the Directors of Evangelism and Adult Discipleship. Supervises volunteers.

FLSA Status: This position comes under the ministerial exception and is not subject to the Fair Labor Standards Act.

Hours: Full-time

General Summary: Supports the Pastor and parishioners in the fulfillment of their ministry to spread the Gospel by developing and implementing discipleship opportunities so that parishioners and those seeking the faith may come into a deeper relationship with Jesus Christ.

Principal Duties and Responsibilities include:

- Prayerfully discern, coordinate, and direct vision and implementation of all parish adult discipleship opportunities including:
 - Parish small groups and seasonal discipleship groups
 - Men's and women's ministry, including annual men's and women's retreats
 - Marriage and family ministry, including Communion
 - Young Adult Ministry
 - Support of pro-life, Marian, and parish life committees
 - Organize and administer parish missions
- Actively participate in developing vision and strategy for the parish at large including:
 - Support and develop charismatic life of the parish, including the Upper Room parish prayer meetings
 - Maintain contact with the parish healing and intercessory prayer teams
 - Engage surrounding parishes in discipleship efforts when appropriate
 - Work closely with the Director of Evangelization to support the growth in discipleship of those newly entering or returning to the Church.
- Performs other related tasks, as needed.



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Knowledge, Skills, and Abilities:

Education: Bachelor's degree or equivalent combination of education and experience. MA in theology preferred.

Experience:

- 2+ years' experience ministry.

Requirements:

- Be a practicing Catholic, in good standing with the Church and fully committed to Catholic moral teachings and traditions.
- Become a parishioner of Christ the King (if not already) and be fully aligned with its mission.
- Very good verbal and written communication skills.
- Strong team player.
- Dependable, responsible, self-motivated and creative.
- The employee is expected to work primarily onsite during business hours. Work includes some evenings and weekends, as needed.

Physical Demands: While performing duties, employee may have to sit for long periods of time, use hands in repetitive motion tasks, and answer telephone calls. The position also requires standing, stooping, walking on uneven ground and stairs, bending. Must be able to lift a minimum of 40 pounds.

The above statements describe the general nature and level of work of the position. They are not an exhaustive list of all responsibilities, duties, and skills.