

FIRST PRESBYTERIAN CHURCH  
1702 IOWA ST.  
DAVENPORT IA 52803  
Approved by Session: August 2025

**POSITION TITLE: DIRECTOR OF ADULT MINISTRIES  
(SPIRITUAL GROWTH, FELLOWSHIP, AND MISSION & SERVICE)**

**FSLA Classification:** Full-time, Exempt

**Hours:** This is a full-time professional position

**Responsible to:** Head of Staff and to the Session through the Personnel Committee

**Primary Concentration:**

In collaboration with the Pastor/Head of Staff, this position provides vision, coordination, and leadership for adult spiritual growth, adult fellowship, and mission & service ministries.

**Summary of Position:**

In collaboration with the Pastor/Head of Staff, the Director of Adult Ministries (Spiritual Growth, Fellowship, and Mission & Service) is responsible for cultivating a vibrant spiritual life among adults at First Presbyterian Church. This includes oversight of adult spiritual growth (e.g., Sunday School, Bible/book studies, small groups), adult fellowship gatherings, and support for hands-on mission engagement. The incumbent will work closely with elders, deacons, and staff to create a welcoming, thoughtful, and nurturing environment for spiritual growth and connection.

**Responsibilities:**

**A. Adult Spiritual Growth**

- a. Staff and resource the Adult Spiritual Growth Committee or equivalent committee.
- b. In collaboration with lay leaders, and the Pastor/Head of Staff, develop and implement a cohesive vision for adult spiritual growth, including:
  - i. Adult Sunday School programming
  - ii. Small groups (study, fellowship, demographic-based small groups (e.g., women's group, young adults, retirees), mission-oriented)
  - iii. Bible studies and book groups
  - iv. A seasonal or annual speakers series (title TBD)
- c. Identify and equip leaders for teaching and facilitation roles.

- d. In collaboration with the Pastor/Head of Staff, curate and recommend curriculum and resources that support theological depth and spiritual practice in line with the progressive theological framework of the PC(USA).
- e. Foster spiritual practices among congregation members and staff.
- f. Stay informed about trends and best practices in adult faith formation.
- g. Develop or adapt curriculum for and lead online small groups, Bible studies, or classes using digital tools (Zoom, YouTube, Google Classroom, etc.).

## **B. Fellowship & Community Life**

- a. Staff and resource the Fellowship Committee or equivalent committee.
- b. In collaboration with the Pastor/Head of Staff and the Fellowship Committee, assist in planning, supporting, and attending adult fellowship events.
- c. In collaboration with all staff, relevant Session committees, and Deacons, develop opportunities for intergenerational and demographic-based gatherings (e.g., women's group, young adults, retirees).
- d. In collaboration with all staff, relevant Session committees, and Deacons, cultivate a culture of hospitality, connection, and inclusion across ministries.

## **C. Mission & Service (Collaborative Support)**

- a. Collaborate with the Session to encourage commitment to the Matthew 25 Initiative in the work of all Session committees.
- b. Collaborate with the Deacons to encourage adult participation in hands-on service.
- c. In collaboration with the Deacons and the Pastor/Head of Staff, help develop small group service opportunities tied to spiritual formation.
- d. Encourage theological reflection on social justice, mercy, and community engagement.

## **D. Administration & Staff Collaboration**

- a. Attend and report to Session and relevant committees as needed.
- b. Attend and provide staff support to Deacons.
- c. Participate in weekly staff meetings and shared planning of the church calendar and special initiatives.

- d. Collaborate with other staff to develop integrated programming across ministry areas.
- e. Help develop program budgets in partnership with committees and staff.
- f. Engage in goal setting and participate in annual personnel reviews.
- g. Help represent the church within the Quad Cities and the Presbytery of East Iowa.

## **E. Digital Content Creation**

- a. In collaboration with our Administrative staff, create and schedule regular content (graphics, reflections, event highlights, quotes, etc.) for the church's social media platforms (Facebook, Instagram, YouTube, etc.).
- b. In collaboration with the Pastor/Head of Staff, program Directors, and Administrative staff, monitor engagement and respond to comments/messages on social media.
- c. In collaboration with the Pastor/Head of Staff, program Directors, and committees, provide up-to-date and engaging content to our Administrative staff for the church website, particularly in areas related to their ministry focus (e.g., Spiritual Growth, Fellowship, Mission & Service).
- d. Draft or contribute to regular blog-style reflections.
- e. In collaboration with the Pastor/Head of Staff, program Directors, and Administrative staff, assist in producing short videos that tell the stories of ministry, highlight events, or deepen theological reflection.
- f. Periodically design flyers, short promotional videos, and visual posts to promote upcoming events, classes, or service opportunities.
- g. Work alongside the staff team to ensure branding consistency and theological integrity in digital materials.

## **Qualifications**

- Theological education within the Reformed tradition in the PC(USA) or a full-communion partner denomination is preferred.
- Deep passion for adult spiritual growth and a theological imagination rooted in grace, justice, and inclusion.
- Strong organizational, administrative, tech, and relational skills.

- Ability to teach and lead with clarity, compassion, and theological depth.
- Skilled at equipping and empowering lay leadership.
- Competent in Microsoft Office and church database systems; able to communicate clearly in writing and in person.
- Able to maintain confidentiality and exhibit sound judgment.
- Comfortable working independently and collaboratively in a team-oriented environment.

### **General Terms of Employment and Benefits**

- Governed by the Personnel Policies and Procedures Manual.
- Salary and benefits set by Session through the Personnel Committee.
- Expected to serve collaboratively and collegially to fulfill the mission and vision of First Presbyterian Church of Davenport.