



DIOCESE OF THE ARMENIAN CHURCH OF AMERICA (EASTERN)

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ADULT MINISTRY SPECIALIST

Job Description

MISSION OF THE MINISTRY: The mission of the Adult Ministry or the Office of Christian Education is to support the clergy and lay leadership of parishes engaged in adult faith formation. This mission is realized by offering resources, training, and programs for adults to grow in faith together, discipleship and understanding of the teachings of the Armenian Church. The Ministry supports existing efforts at the parish level and provides diocesan-wide opportunities for enrichment and development in the knowledge and practice of Armenian Apostolic Orthodox faith.

JOB DESCRIPTION OF THE SPECIALIST:

POSITION NAME: Adult Ministry Specialist

REPORTS TO: Director of the Diocesan Ministries

CLASSIFICATION: Full-Time, Exempt, Hybrid

SUMMARY OF DUTIES: The Adult Ministry Specialist oversees and directs the ongoing intellectual and spiritual formation of adults in the Eastern Diocese as actively engaged and educated members of the Armenian Church. This is accomplished by a wide array of programs and training opportunities offered at the diocesan level, as well as extensive support for adult faith formation programs in parishes.

DUTIES AND RESPONSIBILITIES:

- Work with the Director of Ministries and Ministries Staff to develop a clearly defined vision and strategy for Christian formation, discipleship, and education within the Adult Ministry.
- Create an innovative course “Krisdoneagan- *Քրիստոնեականություն*” designed to give all priests a solid foundation for their Bible Studies and Baptismal preparations. This course will provide a solid understanding of the Church's vision for catechesis as well as practical, hands-on methodology. Each lesson will contain high quality video instruction paired with quick quizzes and text that references the “Krisdoneagan” of the Armenian Church.
- Build and develop Adult Ministry regional core teams, which consist of key committed and gifted volunteers.
- Provide vision/oversight for the diocesan adult faith formation, discipleship, and educational programs.
- Maintain a high level of support for parish adult faith formation coordinators/directors and/or teams through regular updates, shared publicity for regional speakers/events/ programs, program advice, and consultations.



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- Create online and in person courses in partnership with St. Nersess Armenian Seminary for parish adult faith formation coordinators/directors and/or teams.
- Remain up to date on best practices and trends within the ministry. Prepare summary reports for diocesan and parish leaders as needed.
- Organize and conduct Christian leadership seminars for parish leadership and develop leadership resources.
- Organize and conduct spiritual retreats for women's and men's groups, teachers, couples, young adults, and intergenerational groups (such as Women's Guilds, Men's Club, Avaks, etc.).
- Organize and conduct Seminars for regional ministers.
- Collaborate with the Specialist of Digital Ministry in preparing online resources for the Adult Ministry section of the Vemkar website.
- Respond to telephone, website, and email inquiries.
- Manage preparation of resources for ministries topical series.
- Attend weekly staff meetings (group and individual), staff retreats, Annual Assembly and Diocesan meetings as needed.
- Write articles offering timely educational information for e-newsletter publication and create downloadable weekly parish bulletin inserts.
- Complete other duties, as assigned by the Director of Ministries (duties and responsibilities are also subject to change by the employer as the needs of the employer and the requirements of the job change).

POSITION REQUIREMENTS:

- Active member of an Armenian Church parish
- Graduate degree in theology, ministry, or related field
- Expert knowledge of the teachings and traditions of the Armenian Church
- Minimum of 3-5 years of experience in church ministry
- Dynamic leader and developer of staff talent.
- Excellent interpersonal and oral and written communication skills.
- Ability to speak and understand Armenian, a plus.
- Proficient with Microsoft Office and Google Suite.
- Experienced in the successful use of social media to increase the scope and influence of adult faith formation efforts.



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- Proven ability to gather and track metrics necessary to evaluate the success of adult faith formation within the diocese.
- Ability to travel to locations throughout the Eastern Diocese.