

**MINISTER OF ADULT EDUCATION AND OUTREACH**  
Broadway Baptist Church – Fort Worth, Texas

**Reports to:** Senior Pastor

**Supervisory Responsibility:** Assistant – Adult Education and Congregational Care

**Committee Liaison:** Adult Ministries, Public Relations, Congregational Activities, Outreach, and Special Events

**Principal Function:** Coordinate and direct an effective, comprehensive ministry for adult Christian education and outreach in support of Broadway's mission.

**Duties and Responsibilities:**

- Plan, lead, staff, coordinate and evaluate the following programs:
  - Sunday morning Bible Study
  - Christian formation activities
  - Adult retreats and special events
  - New member orientation
  - Greeters
  - Ushers
  - Various other adult activities
- Provide pastoral ministries to adults including the following:
  - Spiritual guidance
  - Worship planning
  - Hospital visits
- Develop and implement effective outreach initiatives related to Broadway's ministries.
- Develop timely and consistent communication, promotion, internet, social media and marketing strategies in support of Broadway's ministries.
- Prepare and administer an annual budget for adult and outreach ministries. (Coordinate with the Adult Ministries, Public Relations, Congregational Activities, Outreach, and Special Events Committees.)
- Attend all staff meetings and retreats, fully participating in the shared ministry of the Church staff.
- Perform other duties as may be required by the Senior Pastor.

**Qualifications:**

- An undergraduate degree from an accredited college or university required, and an advanced degree preferred
- Strong interpersonal and administrative skills
- A healthy and growing spiritual life
- A deepening understanding of theology, ethics, Christian education and spiritual formation
- Commitment to ministry in an urban setting
- Demonstrated competence in developing and nurturing educational and discipleship programs in local congregations
- Demonstrated competence in communication, promotion, internet, social media, and marketing strategies
- Commitment to core Baptist principles