



# NEW COVENANT

## BIBLE CHURCH

### **Title: Young Adult Associate**

#### **Job Summary**

The Young Adult Associate is a member of the Adult Discipleship Team. He/she leads Young Adults by establishing clear processes; recruiting, equipping and training staff, volunteer leaders and teams; providing vision, oversight and accountability for Young Adults in order to accomplish the planned outcomes of New Covenant Bible Church.

#### **Character and Christian Lifestyle Expectations**

1. Adheres to the NCBC Constitution, including the Statement of Faith, with a lifestyle that exhibits both true Christian love and personal holiness in ministering to others
2. Regular worship attender/member at New Covenant Bible Church who maintains spiritual disciplines such as a regular devotional life of prayer, Bible study and scripture memory individually and as part of a group
3. Communicates biblical truth accurately and effectively
4. Models and supports the spiritual and leadership development of others
5. Actively develops relationships with others in order to help them find and follow Jesus
6. Contributes finances, influence, skills and time at New Covenant Bible Church in a generous manner with a view toward the continuation and promotion of New Covenant's local and global ministry of spreading the gospel and discipleship

#### **Specific Job Duties**

1. Supports the mission, vision and values of New Covenant by promoting and implementing the vision, strategies, methods and goals for Young Adults
2. Represents Young Adults on the Adult Discipleship Team in an effective and collaborative manner
3. Recruits, selects, equips, schedules, supervises and inspires staff and volunteers in order to accomplish the Young Adult vision
4. Disciples others spiritually and as leaders in a creative and innovative manner which develops them to be effective in discipling others, with a focus on Young Adults
5. Facilitates the administration of the annual budget for Young Adults
6. Participates in Adult Discipleship Team meetings and other required staff events
7. Leads Young Adult Team meetings. This includes having and accomplishing a clear purpose for meetings and conducting meetings in a respectful way
8. Evaluates, collaborates and assists in providing Young Adult resources to team leaders, volunteers, members and attenders throughout the church
9. Evaluates annually the effectiveness of individual Young Adult leaders and the Young Adult area as a whole

10. Oversees Young Adult programming as an on-ramp into NCBC community, training, and mission
11. Identifies and connects with disconnected young adults in the Cedar Rapids area
12. Partners with the Engagement Director to create clear next-step pathways for young adults
13. Follows up with new Young Adult records/leads as directed by the Engagement Director
14. Develops and mobilizes a core team of Young Adult leaders to lead and expand ministry efforts
15. Performs other duties as assigned

### **Knowledge, Skills and Abilities**

- Ability to work collaboratively demonstrating friendly interpersonal skills is required (1 Corinthians 1:10)
- Ability to be flexible when working on tasks while maintaining composure is required (1 Corinthians 9:19-23)
- Ability to clearly see how job duties and tasks advance the New Covenant mission is required (1 Corinthians 10:31-33)
- Ability to maintain confidentiality is required (Proverbs 11:13)
- Ability to recruit, equip and creatively inspire a team of staff and volunteers is required (Jerimiah 3:15)
- Ability to contribute to the spiritual growth of others is required (2 Timothy 2:2)
- Ability to recognize and develop the spiritual gifts in others is required (1 Corinthians 12, Romans 12:4-8, Ephesians 4:11-13)
- Ability to communicate biblical truth accurately and effectively, including the gospel, is required (2 Timothy 2:15)
- Ability to diligently lead a team or ministry area is required (Romans 12:8)
- Knowledge of current discipleship trends and practices is required
- Ability to interact with our church database and other digital forums to help facilitate ministry in a church of our size is required

### **Education/Experience**

A Bachelor's degree is required

Three years of experience in leading a ministry team is required

### **Reporting Relationships**

Reports to: The Discipleship Pastor

Direct Reports: key volunteers

## Physical Activity Requirements

	Very Frequent (100-75%)	Frequent (74-50%)	Occasionally (49%-25%)	Seldom (24-0%)
Balancing			X	
Climbing				X
Crouching				X
Feeling			X	
Fingering			X	
Grasping			X	
Handling			X	
Hearing	X			
Kneeling				X
Lifting (light)				X
Lifting (heavy)				X
Pulling				X
Pushing				X
Reaching			X	
Repetitive motion		X		
Sitting	X			
Standing		X		
Stooping			X	
Talking	X			
Walking	X			