

Job Title:	FOCUS Ministry Singles Leader	Department:	Ministry
Reports To:	TCC Leadership Team	People Manager:	Yes
Date Reviewed:		FLSA Status:	Exempt
Location:	Charlotte, NC		

Summary

The FOCUS Ministry Singles Leader serves to inspire, equip, and coordinate the singles ministry toward spiritual growth, meaningful relationships, service to the body of Christ, and evangelistic outreach in a manner consistent with biblical teaching and the church's mission and vision statements. This role partners with a female co-leader to ensure balanced spiritual leadership and care for both men and women within the ministry.

Functions/Responsibilities

- Conduct, behavior, and actions following biblical standards according to the Churches of Christ.
- Work in partnership with the Leadership Team and ministry leadership with humility, cooperation, and unity.
- Inspire and equip singles to draw closer to God, strengthen their personal walk with Him, and share their faith with others.
- Define, maintain, and support intergenerational and mixed family groups where singles can thrive spiritually, grow in faith, and build lasting relationships.
- Collaborate with the established Singles Leadership Committee (SLC) to strengthen and coordinate ministry efforts.
- Identify, equip, and develop volunteer leaders to:
 - Lead small groups and house churches
 - Conduct effective personal evangelistic Bible studies
 - Lead follow-up studies with new believers
 - Build relationships that stabilize and mature disciples in faith
- Maintain close fellowship with small group leaders, the Singles Leadership Committee, and co-leaders to ensure ministry needs are understood and addressed.
- Provide biblical counseling to singles struggling with faith, obedience to the Word, conflict, or personal challenges.
- Connect singles with opportunities for community service and evangelistic outreach.
- Encourage participation in regional and congregational service opportunities, including HOPE and other ministry events.
- Support new member integration by helping disciples move from other congregations or regions connected with beneficial relationships and appropriate family groups.
- Build relationships with singles ministry leaders in other congregations to encourage unity and support successful inter-congregational events.
- Develop and present an annual ministry plan consistent with church growth strategy and overall ministry goals.
- Assist in the development and stewardship of the annual ministry budget.

- Coordinate effectively with administrative staff regarding church policies, procedures, and ministry support needs.
- Partner with a female co-leader to provide spiritually supportive and relationally balanced leadership to men and women in the singles ministry.
- Public speaking and teaching in devotionals, midweek classes, retreats, workshops, and other ministry settings as opportunities allow.
- Perform other ministry responsibilities as assigned.

Qualifications

Education:

- 4-year college degree or equivalent preferred.

Experience:

- Two or more years of full-time/paid ministry experience is highly preferred.
- In absence of full-time ministry experience, consideration may be given to spiritually mature disciples with strong demonstrated leadership skills.
- Demonstrated leadership experience in leading small groups, evangelistic Bible talks, personal Bible studies, discipleship groups, and biblical one-to-one counseling/discipling.

Skills:

- Ability to speak publicly in an inspiring and effective manner.
- Ability to inspire and motivate others to use their talents and faith in leadership and service.
- Ability to train and develop volunteer leaders.
- Ability to counsel from the Bible to help others with personal and family issues.
- Ability to craft biblically based lessons using scripture, stories, and practical tools.
- Ability to organize and communicate effectively.

License or Certification:

- N/A

Work Demands

Continuously	67% - 100% of time
Frequently	34% - 66% of time
Occasionally	Up to 33% of time
N/A	Does not apply to this position

Standing	
Walking	
Sitting	
Squatting/Bending	
Climbing	
Lifting	
Pushing/Pulling	
Talking/Hearing	

This job description provides a general description of the work performed and is not an exhaustive list of all duties and responsibilities. Other duties may be assigned. This description does not alter the at-will nature of employment.

Employee Acknowledgement

I have reviewed this job description and I understand the job duties and responsibilities. I understand that this is an overview and my job may change on a temporary or regular basis according to business needs without it being specifically included in the job description.

Signature

Date

Manager Acknowledgement

Signature

Date