



**Stephen Ministries** is a not-for-profit Christian training and educational organization founded in 1975. It supports ministry in more than 13,000 congregations, representing 180 denominations, from the U.S., Canada, and 30 other countries.

#### **Our mission is:**

To equip the saints for the work of ministry, for building up the body of Christ, until all of us come to the unity of the faith and of the knowledge of the Son of God, to maturity, to the measure of the full stature of Christ.

*Ephesians 4:12–13*

The 40-person staff of Stephen Ministries carries out this mission by developing and delivering high-quality, Christ-centered training and resources. These materials provide equipping and support in many areas, including caring ministry, grief support, spiritual gifts, ministry mobilization, inactive member ministry, church antagonism, assertiveness, caring evangelism, and more.

Mail or fax your résumé and cover letter to:

**Human Resources  
Stephen Ministries**

2045 Innerbelt Business  
Center Dr.

St. Louis, Missouri 63114

Phone: (314) 428-2600

Fax: (314) 428-7888

[www.stephenministries.org](http://www.stephenministries.org)

## PASTORAL STAFF

### NATURE AND SCOPE

- Contribute as a member of Stephen Ministries' program development and delivery team and grow into a leadership role.
- Work is accomplished primarily at the Stephen Ministries Center in St. Louis, Missouri, with occasional travel possible.

### QUALIFICATIONS

- Theological degree (M.Div. or master's level degree) and excellent academic record
- Ordained or accepted for ordination into a church body that Stephen Ministries serves
- Strong oral and written communication skills
- Skilled in using current technology
- Demonstrated experience and strengths in one or more of the following areas:
  - » Project management
  - » Writing and editing
  - » Supervising staff
  - » Presenting and speaking
  - » Marketing

### RESPONSIBILITIES

Based on their gifts, strengths, interests, and experience, as well as the mission of the organization, pastoral staff may:

- Serve on a team that writes and edits training presentations, books, manuals, publicity, correspondence, and other materials.
- Work with teams in the areas of program development, market research, consultation with Stephen Ministry congregations, marketing, or human resources.
- Manage one of the above teams or functional areas, coordinating staff efforts and supervising one or more staff members.
- Teach at workshops throughout the country introducing people to Stephen Ministry training.
- Direct two or more one-week training courses conducted by Stephen Ministries in various U.S. cities each year—supervising a conference team, teaching sessions, interacting with and assisting participants, and coordinating with hotel staff and other vendors.
- Coordinate or serve in other areas related to the person's gifts and interests, as well as the mission of the organization.

### COMPENSATION AND BENEFITS

- Compensation competitive with that offered for similar responsibilities at for-profit organizations
- Full healthcare and dental benefits for employee and family
- Four weeks paid vacation per year
- Company-paid 403(b) retirement plan