

## **CedarCreek Church – Job Description**

**Position:** Director of Adult Ministries  
**Reports to:** Senior Director of Adult Ministries  
**Hours Per Week:** 40

**Department:** Adult Ministries  
**Campus:** Central Support

### **Position Summary:**

The Director of Adult Ministries is responsible for providing leadership and coordination for various Adult Ministry functions on a church-wide scale, including events and initiatives on a Central Support level, as well as campus level. This includes equipping, supporting, and empowering campus staff in the execution of various Next Steps events and initiatives at the campus level.

### **Position Responsibilities**

- Central Support Events - Oversee programming, promotion, resourcing and execution of Central Support Adult Ministry Events like MOAB, Missional Membership Night, Leadership Summit, etc.
- Curriculum – Oversee development and/or acquisition of relevant, developmentally appropriate, Gospel-based curriculum that is easily executable at a campus level.
- Training–Provide materials and training support for Adult Ministries Staff & Volunteers on a campus level.
- Marketing and Promotion – Proactively utilize all available resources and channels to promote Adult Ministries events, initiatives.
- Intentional Disciple-Based Mentoring & Development – Identify and recruit key leaders, providing them with next steps through the leadership pipeline.

### **Position Requirements:**

- Be a tithing, Missional Member in good standing at CedarCreek Church
- Attendance at a weekend service and in an adult LifeGroup
- Modeling and championing the Mission, Vision and Core Values of CedarCreek Church
- Obeying the CedarCreek Church Staff 10 Commandments
- Representing the team of CedarCreek Church to the staff, volunteers, guests and community
- Any additional requirements set by the Direct Report and/or Elders

### **Measurements:**

The Director of Adult Ministries will be evaluated by the following quantifiable measurements:

- Central support event attendance
- Meeting stated wins of the Adult Ministry events and projects for which deemed responsible
- Faithful stewardship of Adult Ministries budget and resources

### **Accountabilities:**

In addition to the quantifiable measurements, the Director of Adult Ministries will also be held accountable for the following:

- Ensuring the safety of all guests and volunteers during ministry activities, setting and maintaining healthy standards of conduct.
- Ensuring that Church, Campus, and Ministry values are upheld personally, as well as within Adult Ministries activities, and among volunteers.
- Maintaining good fiscal responsibility, stewarding resources with excellence.

- Maintaining unity with Central Support and Campus staff within Adult Ministries and across all Campuses
- Maintaining a positive mental attitude regarding the Church and its leaders, Adult Ministries, and in the presence of guests, staff and volunteer leaders at all times.

**Disclaimer:**

Nothing in this job description restricts the right of the Director of Adult Ministries to assign or reassign duties and responsibilities to this job at any time. This is an at-will position and can be terminated at any time.

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**Director of Adult Ministries** **Date**

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**Executive Director of Ministries/Elder** **Date**

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**Senior Director of Adult Ministries** **Date**

cc.  
Direct Report  
Executive Pastor/Elder  
Employee File