

## Adult Ministry Director

### Accountable to

Worship Integrator

### Job Type

- Exempt Part-Time (20 hours per week)

### Overview

The **Adult Ministry Director** position is vital to the ongoing success of Crossroads' ability to live into our vision of extending God's Unconditional Love, Unwavering Hope, and Unlimited Welcome to the Crossroads' community.

The primary purpose of the **Adult Ministry Director** is to develop and implement an adult ministry program, to include overseeing congregational care and small group programs. We believe that small groups are an important avenue to more intimately engage with those in our community and develop relationships that enable a dialogue that expands and supports our individual faith journeys.

The position requires passionate alignment with Crossroads' vision, mission, theological framework, and team-based ministry. ([https://www.crossroadsnova.org/who\\_we\\_are](https://www.crossroadsnova.org/who_we_are)) The **Adult Ministry Director** is responsible for integrating the mission of Crossroads throughout Adult ministries.

The **Adult Ministry Director** is responsible for building relationships to grow our volunteer base.

### Responsibilities and Duties

- Establish, maintain, and train a team of volunteer care ministers. Connect regularly with care ministers to build relationships within the team.
- Collect and distribute all prayer concerns received on the website, during worship services and other times during the week, to the care ministers and Pastor.
- Maintain a database for tracking the status of assigned prayer concerns. Ensure that cards of hope are sent by care ministers to those who submit prayer concerns.
- Schedule care ministers to pray with people on Sundays after the worship service(s).
- Ensure flowers are delivered to individuals/families who are grieving the loss of a family member.
- Develop and oversee a system for meals to be delivered to families or persons who need them during a time of grief or hospital stay of a family member.
- Ensure weekly coverage during online worship opportunities to encourage people to participate in the chat and submit prayer concerns.

- Organize, develop, and plan adult small group opportunities and offerings. Develop new small group opportunities that address the interests of congregants.
- Recruit, train, and support small group volunteers through curriculum development. Connect interested participants with small group leaders.
- Update the small group page of the Crossroads website to communicate small group opportunities.
- Review congregant attendance and reach out to those who have not shown up in person or online.
- Identify educational opportunities for adult congregants including potential guest speakers to make presentations and/or offer training (e.g., financial planning, parenting, etc.).
- Develop and oversee the Adult Ministries Budget.
- Attend weekly staff meeting.

### **Qualifications**

- A passion for extending God's love and compassion to the Crossroads community.
- Ability to lead, coordinate, and collaborate with ministry volunteers and staff.
- Experience working with and managing people.
- Good organizational skills and attention to details.
- Good writing and communications skills.

Success is attained when:

- There is a working environment that nurtures healthy relationships and accountability.
- Those that have expressed a need / concern feel the support, love, and empathy of the Crossroads community.
- Volunteers are trained and feel compelled to support ministry programs.

Crossroads is an equal opportunity employer. All are welcome and encouraged to apply regardless of race, sexual orientation, gender identity or political views.