



Document To Be Reviewed By:	Lead Pastor
Frequency of Review:	2 Years
Last Review Date:	7/12/2021
To Be Approved By:	Elder Body
Date Approved:	5/18/2023

[illegible]

<b>ROLE TITLE:</b>	<b>Deacon of Adult Edification</b>
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<b>TYPE OF ROLE:</b>	<input type="checkbox"/> Lay
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<b>JOB TITLES:</b>	Deacon of Adult Edification
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<b>ORGANIZATIONAL STRUCTURE:</b>	
This role reports indirectly to:	Lead Pastor
Titles of roles reporting directly to this role:	None
Titles of roles reporting indirectly to this role:	None

*Note: This Job Profile provides a generic description of this role and the associated work complexities. It describes the way in which the performance of any individual in this role will be measured, and provides person and job specifications of the role for recruitment, selection and talent development purposes. It does not detail specific activities performed in carrying out tasks associated with this position. Further to the information in this Job Profile, employees are expected to comply with all applicable state and local laws, church policies, work collaboratively, and exhibit a good work ethic.*

## **I. POSITION SUMMARY**

The Deacon of Adult Edification shall be responsible, under the direction of the Lead pastor for exercising oversight of the FLOCKS ministry, small group bible studies, and adult curriculum at Woodburn Missionary Church.

## **II. JOB RESPONSIBILITIES**

- Oversee FLOCKS ministry
  - Work with FLOCK leaders to ensure teachers are scheduled for each quarter
  - Work with FLOCK leaders, and Pastors to identify new FLOCK teachers. Once identified those teaching candidates will be screened and trained by the Lead and/or Campus Pastor.
  - Work with the Campus Pastor to ensure room assignments (location, time)
  - Work with the Campus Pastor to orchestrate new FLOCKS as needed
  - Hold a bi-monthly (or as needed) meetings with FLOCK leaders to understand challenges, pass information, creative thought, curriculum, etc
  - FLOCK promotion within the body
  - Communicate service opportunities to FLOCK leaders to make them known within FLOCKS
- Oversee selection of Adult Curriculum as needed, working with the Lead Pastor for approval.
  - All curriculum for FLOCKS, bible studies, etc. must be approved by the Lead Pastor, or Campus Pastor for use.
- Work with the Executive Team in preparation of an annual budget and manage expenditures to that budget

- Organize a team to serve with, this could be the FLOCK leaders
- Work well with other members of the Executive Team to ensure cohesive teaming and promotion of the body of Christ at Woodburn Missionary Church

### **III. GENERAL RESPONSIBILITIES**

- Be a part of the worshipping community of Woodburn Missionary Church on a regular basis
- Attend Executive Team meetings, and any other meetings required by the Campus Pastor
- Meet twice a year with Campus Pastor, or as needed.
- Provide quarterly reports for the Executive Team and a year-end report for the congregation
- Manage the disbursement of budgeted funds for ministry within the guidelines of the approved budget and in adherence with the purchasing policies of the church
- Provide for the keeping of administrative records (requested by the Executive Team, Elder Body, and Campus Pastor) needed for future planning as needed
- Encourage the Church body to be involved in FLOCKS and small groups

### **IV. WORKING CONDITIONS**

The position of Deacon of Adult Edification requires great flexibility in hours available for work, including evenings and weekends. The position is a lay volunteer position and is an important role in being the hands and feet of Jesus to the body at Woodburn Missionary Church. The position is not expected to shoulder this load on its own but rather to lead the efforts and arrange for the Church body to participate as each one is gifted.

### **V. QUALIFICATIONS AND REQUIREMENTS**

Since the Deacon of Adult Edification is a lay position and is important to the ongoing health and leadership of the Church, Woodburn Missionary Church seeks a person who:

- Agrees with Woodburn Missionary Church's Beliefs and Core Values and commit to exhibit a lifestyle that is consistent with the same
- Although flawed, seeks to conform to the likeness of Christ more every day
- Has the desire to serve the Woodburn Missionary Church body
- Generates new ideas and programs
- Values a team concept of ministry
- Has the ability and desire to work with other people
- Has good organizational skills
- Feels the calling to provide opportunities for the adults of Woodburn Missionary Church to better follow their Savior.