



Job Title: Director of Events

Reports To: Mark Mathews and Holly Capewell

FLSA Status: Non-Exempt, \$24/hour

- 20 hours per week, may include evenings and/or additional time on event weekends
- Hours can be allocated weekly as appropriate

Prepared By: Holly Capewell and Mark Mathews

Prepared Date: 08/11/2026

Approved By: Scott Mathews

Approved Date: 08/17/2026

Mission:

The mission of the Director of Events is to develop and implement four seasonal events throughout the year, which include Adventure's Summer Breakaway Camp, a Family Christmas Outreach Event, a Spring Event and a Fall Event, and minor events and functions throughout the year (as listed below) to bring Jesus' hope to an imperfect world. This position reports to the Children's Ministry Director and Associate Pastor of Young Adults and Students.

Competencies:

The Director of Events is a leader who:

- **Inspires Action** – You have a natural infectious style that inspires others to jump into whatever you're doing with both feet.
- **Develops people** – Every person you meet oozes potential and you can't wait to help them develop their God-given abilities.
- **Executes Excellence** – You don't just have big ideas, you bring people and resources together to execute the details that make good ideas great experiences.
- **Celebrates Diversity** – Jesus loves the little children of the world just isn't a song you sing, it's a reality you celebrate in your home, neighborhood, church, and community.
- **Loves life** – Let's just say it, you're not boring – because no one wants to work with a boring teammate.
- **Creates Community** -- Does-life with un-engaged neighbors once a month--making BOLD MOVES to share his/her Jesus story.
- **Apprentices Leaders** -- Practices and masters the Exponential Model of apprenticeship as you develop volunteers and leaders.

Essential Duties and Responsibilities

- Develop the strategic vision of Church Events including Children Ministry events like Breakaway, with input and collaboration from the Church, Children's Ministry, & Breakaway team
- Present to staff what seasonal events need to be added to the calendar and share vision with team
- Lead a topical meeting before planning each event to share ideas with staff and get new ideas to lead each event well
- Successfully execute all four seasonal events (Breakaway, Family Christmas Event, Spring Event, and Fall Event)
- Plan a yearly volunteer appreciation event
- Oversee Church environment and coordinate seasonal decor with creative arts team and Pastor Scott (i.e. Christmas and Easter decorations)
- Meet monthly with the Associate Pastor, Mark Mathews and Children's Ministry Director, Holly Capewell, for a check-in and to update progress
- Be a resource to other ministries and their events through maintaining an up-to-date vendor list and supplies using Church financing and resources.
- Attend Leadership Community meetings
- Oversee the events budget and use church card responsibly making sure monthly coding is submitted in a timely matter
- Oversee ordering of Event supplies

Specific Employment Goals:

- Recruit and build a team of 5 core volunteers for your ministry.
- Support and direct a minimum of four seasonal events by training, managing, and providing leadership to staff and volunteers. Events Include:
 - Summer: Breakaway - Week long summer kids camp
 - Winter: Family Christmas Outreach Event
 - Spring Event
 - Fall Event
- Successfully plan and coordinate volunteer appreciation event in late January 2027
- Recruit and build a team of Breakaway lead volunteers:
 - Snack
 - Administration
 - Security
 - Drama/Rally
 - Art

- Recreation
- Audio Visual
- Small Group Leads
- Oversee Breakaway curriculum and decoration
- Contact, confirm, and finalize vendor contracts
- Make sure dates of event(s) are approved and on the church calendar six months to a year in advance
- Undergo and become familiar with all trainings and policies we currently implement as a church
 - Ministry Safe
 - Student and Children's Ministry Policy
 - AB506 Training
 - NCSI Background Check
- Efficiently onboard and train volunteers and organize volunteer trainings as needed
- Read Patrick Lencioni's *Ideal Team Member*

Outcomes

The Director of Events will:

- Proactively communicate, support and fulfill the mission, vision, core values, strategies, and marks of Adventure
- Build volunteer teams who collectively and individually accomplishes the same
- Maintain open and frequent communication with your supervisor, staff and team

Primary Strengths/Gifts/Talents Required

- Administrative/organizational skills
- Knowledge of Adventure's Software systems (Planning Center, Clearstream, and Mail Chimp)
- Able to manage volunteers
- Good people skills
- Attention to detail
- Good at problem solving
- Clear communication skills
- Able to be flexible and work in a dynamic changing environment
- Team player with a servant heart

Values:

A successful Director of Events will not only agree with these values, but also be excited about seeing them lived out in our community. The successful candidate will be able to point to evidence in his or her own life of these values.

Our core values as a church are:

Come as you are: We seek to be a church where no one ever questions whether or not they belong here. Everyone is welcome. Everyone belongs. You can always come as you are. Our job is to love people well. We can't do that if we don't let people come as they are.

People Matter: We seek to be a church that actively demonstrates that every person matters to God. In our actions, words, and attitudes we want to continuously live this out.

Bold Moves: We seek to be a church full of people who take bold moves to share their Jesus story with our neighbors, friends, and coworkers.

Staff Values

Team above individual: There will be times where one ministry or department has to sacrifice in order for the whole church to thrive. We are looking for a candidate who is passionate about their department but is even more passionate about the welfare of the whole church.

Go the extra mile: While each staff member has a specific job description, there will be times when it's "all hands on deck" During those times or seasons we want staff that will help each other out and work to see something succeed.

Laugh together: We spend 40+ hours together per week. We want to be a team that actually likes being around each other. Life is too short to work alongside people who don't enjoy each other's company. Therefore we prioritize staff relationships and the ability to laugh and have fun together.

Practice our core competencies: While everyone is different we all want to be committed to three things: being *humble*, *hungry*, and *smart*. It is impossible to have a healthy church staff culture if those three things are missing as a team or as an individual. *Humble* is all about recognizing others and acknowledging their contributions. It's a lack of self-centeredness and ego. *Hungry* means you are passionate for the mission of Adventure. You don't have to be outwardly motivated because you are internally motivated to see the mission lived out. You aren't looking for how to get out of work or do less. You are enthusiastic about seeing Jesus' Hope come to everyone in Natomas. *Smart* is all about being relationally intelligent. It means you can work well with others and you recognize how you come across to other people. You speak but you also listen. You lead, but you don't steamroll people. People don't feel ignored or used by you.

Director of Events Signature

Date

Children's Ministry Director

Date

Associate Pastor of Young Adults and Students

Date