

# Adult Connection Ministry Coordinator/Administrator

June 23, 2010

## **PRINCIPAL FUNCTION**

Coordinate Adult Connection ministry by assisting in the planning, organizing and implementing of ministries, programs, systems and administration of such activities. Ministry coordination includes small groups, Sunday classes, women's bible studies, women's special events, support ministries,

## **SPECIFIC RESPONSIBILITIES**

1. Pastoral Support (10%)
  - Provide support to the Lead Pastor of Adult Ministry including appointments, meeting coordination, phone calls, travel itinerary & letter writing.
2. Adult Connection Ministry Coordination (50%)
  - Development and implementation of systems to support the mission and objectives of the Adult Connection team - small groups, women's ministry, support groups, Sunday connection
  - Working with support staff in other departments to coordinate the necessary details to insure smooth execution of ministries (facilities, communication)
  - Communicate regularly with Adult Connection staff and key lay leaders.
  - Acquisition and management of necessary ministry resources.
3. Pastoral Ministry Coordination (15%)
  - Development and implementation of systems to support key pastoral functions & process - wedding, funerals and membership.
4. General Administrative Support (15%)
  - Support Adult Connection staff in department administrative functions - monthly expense reports, reconciliations, cash deposits.
5. First Free Staff Team (10%)
  - Prepare and attend weekly Adult Connection staff team meetings
  - Attend and participate in weekly and monthly all-staff training as needed
  - Training and other all-staff events as needed or time allows.

## **DIRECT ACCOUNTABILITY**

- Lead Pastor of Adult Ministry
- Associate Director of Adult Ministry

## STRENGTHS

- Role Preference - Implementor- Developer; able to implement multiple projects simultaneously with the ability to develop systems and procedures to increase efficiency and effectiveness.
- Technical Skills - demonstrated experience in Outlook, Word, Excel, Powerpoint; Experience in MS Visio, Publisher, Access, Business Contact Manager a plus. Must be confident with web based systems. Database background a plus.
- Communication Skills - enjoys working with staff and the public. Must have strong interpersonal skills.
- Other - problem solving skills,

## SUPERVISORY RESPONSIBILITIES

Anticipate this role working & supervising volunteers recruited by the Adult Connection team to assist in data management and ministry administration.