

## ADULT MINISTRIES COORDINATOR

### GENERAL DESCRIPTION

The Adult Ministries Coordinator organizes and executes classes and large events and provides administrative support for all of Adult Ministries. Responsibilities include gaining, training, and retaining volunteers to carry out class launches and events, working with other ministries to coordinate and actualize classes/events, and administrative duties including data management, scheduling, and essential clerical duties. This position will work parallel with a second Adult Ministries Coordinator to accomplish needed support for all branches of Adult Ministries including Classes, Groups, Men, Women, and Seniors.

**Classification:** Non-Exempt; Hourly // **Status:** Full Time (35 – 40 hours/week) // **Team:** Adult Ministries // **Lead Supervisor:** Heather Hier, Adults Director

### WORK SCHEDULE

- Monday – Friday, 8:00am – 3:00pm
- 35-40 hours per week, varies: in-office for ministry meetings and coordination, on-campus for classes and events, and telecommuting as directed. Will include evening hours as needed for classes and events.

### ESSENTIAL DUTIES & RESPONSIBILITIES

- Support and participate in the overall mission of the church and its implementation.
- Coordinate and execute all Adult Ministry classes and events. Carry out preplanned details for some events and design and implement for others.
- Serve as key contact during classes and events and as the primary liaison between ministries, staff, teachers, and volunteers.

### Environment

- Coordinate set-up and take-down of events.
- Gain, train, and retain volunteers to set-up, assist, and take down events.

### Administrative

- Organize and provide class materials such as books, binders, handouts, signage, etc.
- Church Community Builder responsibilities: create and manage events in the database.
- Communicate with all applicable ministry's specific needs (Facilities, Safety & Security, Guest Services, Next Steps, Creative Arts (Worship, Production and Communications)).
- Administer all calendaring and meeting/event logistics for Ministry Leader.
- Track budgets and organize credit card statements/receipts for Ministry Directors.

## COMPETENCIES

To perform the job successfully, individual should demonstrate the following:

- Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.
- Customer Services – Manages difficult or emotional customer situations; responds promptly to customer needs; responds to requests for service and assistance; meets commitments.
- Interpersonal Skills – Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.
- Oral Communication – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; participates in meetings.
- Written Communication – Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; able to read and interpret written information.
- Teamwork - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.
- Change Management – Develops workable implementation plans; communicates changes effectively; builds commitment and overcomes resistance; prepares and supports those affected by change.
- Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports church's goals and values.
- Judgment – Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- Quality - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.
- Initiative - Asks for and offers help when needed. Undertakes self-development activities.

## PHYSICAL REQUIREMENTS

- While performing the duties of this job, the employee is regularly required to sit; use hands and fingers, reach with hands and arms. The employee is also occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl.

- The employee must regularly lift and/or move up to 10 lbs. frequently lift and/or move up to 25 lbs, and occasionally lift and/or move up to 40 lbs.

## REQUIRED CRITICAL SKILLS, TRAINING AND EDUCATION

- Agrees and aligns with the vision, values, and doctrinal *Statement of Beliefs* of Rock Point Church. (<http://rockpointchurch.com/statement-of-beliefs/>)
- High School Diploma
- Experience working with:
  - Microsoft Office 365
  - Church Community Builder
  - Project Management Tools, i.e. Monday, Basecamp

## PREFERRED REQUIREMENTS

- Previous experience working in a church environment
- Previous experience in event planning and coordinating
- Previous experience in recruiting, managing and stewarding volunteers
- Previous experience working with Church Community Builder (database software)

## PERSONAL LIFE REQUIREMENTS (POST HIRE)

- Model biblical understanding and maintain a consistent personal devotional life;
- Model biblical commitment and become a covenant member of Rock Point Church;
- Model biblical family life before the body and regularly attend worship service with your family;
- Model biblical integrity and conduct personal life in a manner consistent with RPC core values;
- Model biblical community; and
- Model biblical generosity and financially support Rock Point Church.