

Job Description

Adult Ministries Coordinator

The Adult Ministries Coordinator provides administrative and logistical support across Congregational Care, Engagement, Senior Adult Ministries, Adult Formation, and Missions. They will ensure that programs, events, pastoral care processes, and communications run smoothly and that ministry records and reporting are accurate and current. This position is flexible full-time and reports to the Director/Minister of Congregational Care.

Responsibilities

- Coordinates congregational care logistics — funerals, flower ministry, the Bereavement Team, and pastoral care records.
- Manages newcomer and visitor engagement — outreach, data entry, and attendance tracking.
- Coordinates Senior Adult Ministries programming — luncheons, day trips, and assisted living check-ins.
- Supports Adult Formation programs — class scheduling, retreats, and small group leader resources.
- Coordinates event, class, and facility logistics — registrations, calendaring, and committee logistics across all ministry areas.
- Maintains ministry database records and attendance reporting — Realm data entry and annual attendance reporting.
- Attention to Detail - Keeps registrations, records, and mailings accurate and organized.
- Produces ministry communications — bulletin announcements and Constant Contact newsletters.
- Supports Missions Ministry administration — trip logistics, grant paperwork, and inquiry calls.
- Manages ministry administrative and budget support — credit card reconciliation, supply ordering, and budget assistance.
- Participates in staff and ministry team meetings; provides backup support for pew pad processing and attendance data entry as needed.

Qualifications

- Associate's degree or equivalent experience; 2+ years of administrative or ministry support experience, preferably in a church or non-profit setting.
- Proficient with office/productivity software and a demonstrated ability to learn new programs independently; experience with Realm or Constant Contact is a plus, but not required.
- Strong organizational skills and attention to detail; able to manage multiple concurrent projects, volunteers, and deadlines.
- Compassionate, discreet, and comfortable interacting with grieving families, homebound and older adult members, and volunteer teams; committed to the mission and values of the church. Maintaining confidentiality is required.
- Manages deadline-driven tasks across multiple ministry areas.
- Written Communication: Writes clearly for newsletters, announcements, and correspondence.
- Initiative: Proactively improves processes and anticipates ministry leaders' needs.

The above statements are intended to describe the general nature and scope of work being performed by persons assigned to this classification. They are not intended to be construed as an exhaustive list of all duties, skills, and responsibilities required

FULL-TIME EXEMPT

September 2026