



## **Adult Ministries Coordinator**

**Reports to:** Discipleship Pastor

**Profile:** The Adult Ministries Coordinator is expected to work alongside the Discipleship Pastor and with members of the Discipleship Team of Northeast Bible Church. This leader will coordinate details for promotion and planning of all Adult Ministry Events at Northeast.

### **Adult Ministries Coordinator possesses:**

- Deep love for Jesus Christ and people from all walks and backgrounds.
- Problem solving abilities that thrive in a team based interdependent environment.
- Strong work ethic, looking for ways to innovate processes for greater productivity.
- Skill in managing details and bringing clarity to multiple complex systems.

### **Core Responsibilities**

- Provide administrative support to Discipleship Pastor & discipleship team including scheduling, expense receipts, financial requests, communications, & project management.
- Manage details of Discipleship ministries to include promotion requests, calendar, database, website, etc.
- Work with Discipleship team to help create annual rhythms, ministry calendar & budget for Discipleship.
- Coordinate details for Adult Ministry events including printed materials, meals, & set-up requests.
- Track & report attendance for Adult Ministry gatherings including Explore Northeast, LifeGroups, Sunday Services, & Church-Wide Events.
- Collaborate with Ministry Coordinators to foster idea & resource sharing between ministries.
- Support the Benevolence Team in collecting applications, communication between applicant and team, documentation, and check distributions.

### **Expectations**

- Partner with other Northeast ministry leaders to ensure effective resource/room sharing.
- Participate in scheduled staff meetings and staff development times.
- Commitment to spiritual integrity, moral purity and healthy relationships.
- Positive, team oriented, friendly and professional servant attitude and demeanor.
- Be an effective and wise steward of Northeast funds, supplies and equipment.
- Commitment to Northeast by Worshiping with us on the weekend, Pursuing Discipleship in a LifeGroup, and Investing in others through service/giving.
- Agreement and commitment to Northeast's Statement of Faith, Mission, Vision and Values.

### **Compensation**

- This role is a Full-Time position with responsibilities being fulfilled in 40 hours per week.
- Work Hours – Monday -Friday, 8am-4pm.
- Salary & benefits are commensurate with work experience and excellence.