



JOB DESCRIPTION

Title: Adult Ministry Coordinator
Department: Formation // Adult
Reports To: Adult Ministry Lead
Pay Status: Hourly
Exemption Status: Non-Exempt

General Summary and Objective: The Adult Ministry Coordinator helps people live and love like Jesus by supporting adult ministry teams, executing events, equipping and empowering volunteers, and managing communication and administrative logistics.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ministry Team Support

- Provide direct coordination support to Adult Ministry Teams (Men's, Women's, Marriage, Group Coaches, etc.) by scheduling meetings, sending reminders, taking notes, and communicating with team leaders.
- Assist with recruiting and onboarding new volunteers for Ministry Teams and other Adult Ministry opportunities.
- Ensure team activity is documented in the church's database, including group activity, impact stories, and volunteer needs.
- Oversee Weekend Hospitality Volunteer teams

Event Planning and Execution

- Assist with planning and implementing key Adult Ministry events such as Marriage Conferences, Men's/Women's conferences and events, Small Group Leader gatherings, and other churchwide or team-led initiatives.
- Manage event logistics including facility reservations, promotional materials, communication plans, registration, check-in, and volunteer assignments.
- Coordinate teams to handle logistics including food, decor, childcare, check-ins, building use, etc.
- Coordinate event setup and tear-down, working closely with volunteers and Facilities Team.

Administrative Support

- Provide administrative assistance to the Adult Ministry Leadership Teams (Men's, Women's, Marriage, Group Coaches, etc.) by providing necessary data as requested
- Maintain Adult Ministry files, meeting notes, budgets, calendars, and planning documents (best practices, etc.)
- Manage and update web pages and promotion requests
- Manage and update Planning Center (groups, calendar reservations, registrations) and team records as needed.

- Prepare materials for groups or events, order supplies, and ensure program/event signage is maintained and kept up to date
- Process and submit receipts to Finance and record purchases in budget tracking document. Produce monthly reports on spending for the Adult Ministry team.
- Maintain Adult Ministry team budgets, track spending, review and compare monthly ledger report, and submit any changes to accounting for reconciliation.
- Ensure inventory is maintained and shop when necessary for Adult Ministry programs and events.

Communication and Storytelling

- Partner with the Communications Team to create promotional materials and coordinate publication deadlines.
- Collect and share stories from Adult Ministry Teams to communicate ministry impact.

Additional Duties

- Support seasonal service and volunteer onboarding as needed (Holy Week, Christmas Eve, etc.).
- Communicate with group leaders and participants as needed

Requirements

- Fully committed follower of Christ and exceptional model of personal integrity
- Champion of vision, values, and culture of Crossroads Christian Church
- Strong organizational and project management skills
- Bachelor's degree in related field or equivalent experience
- Effective communication skills, both written and verbal
- Experience with Microsoft Office 365, Calendars, Adobe Creative Suite, and Planning Center (preferred)
- Demonstrated capacity to administrate projects
- Recruits, empowers, and develops teams/volunteers

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, and photocopiers.

Physical Demands

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, use hands and fingers to handle or feel, and reach with hands and arms.

Position Type/Expected Hours of Work

This is a full-time 40-hour-a-week position. A typical week with programming would be Sunday 7:30 AM-12:30 PM, Monday, Tuesday, Thursday 8:00 AM-5:00 PM; Wednesday 11:00 AM- 9:00 PM, But there are events, and other duties that can arise outside of these hours. Schedule can be adjusted for these events keeping total hours worked at 40. During non-programming weeks Wednesdays will be 8:00 AM – 5:00 PM.

Travel

Local travel to purchase supplies will be required. Domestic travel may be required for occasional conferences or training.

Updated: July 11, 2025

The statements listed are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of duties and requirements. This does not establish a contract for employment and is subject to change at the discretion of the employer.

