

Second Presbyterian Church Coordinator, Adult Ministry

Date Job Description Approved by Session: _____

Overview: The purpose of all staff positions is to support our Strategic Guides' vision, mission, strategic goals and values/principles. URL Strategic Guides: https://www.growwithsecond.org/files/ugd/f84825_c333757ad6f64a4cb75032058243b74e.pdf

General Position Description: The Coordinator, Adult Ministry (“Employee”) will carry out a ministry of equipping, resourcing, and providing administrative support by performing tasks related to helping Adults-become fully devoted followers of Jesus Christ.

Minimum Qualifications:

1. Outstanding communication skills.
2. Sound judgment
3. Able to work independently
4. Able to implement ideas
5. Ability to work well with volunteers and staff
6. Willing to work with the Pastor and other ministry staff to achieve the larger vision and goals of the church
7. Excellent people skills.
8. Proficiency using email, social media, personal computer, and database management software
9. Employee does not need to be an active member of Second Presbyterian Church.

Responsibilities:

General Duties include (but are not limited to):

1. “Equipping”: Employee will recruit, nurture, and develop, and train volunteers and other leaders to provide hands-on ministry for our congregation. Based on Ephesians 4:12: Christ calls church leaders “to equip his people for works of service, so that the body of Christ may be built up.”
2. Resourcing: Employee will identify and provide staff and lay leaders with all tools needed to succeed in their ministries, e.g. curriculum suggestions, classroom supplies, tech support, and other materials as needed.
3. Providing Administrative Support: Employee will administer (i.e. create, monitor, record, and report, etc.) budgets, minutes, attendance, promotion and communications, etc. to support the work of the Adult Ministry Committee.

Specific Duties and Tasks include (but are not limited to):

Coordinating and supporting each area of the Adult Ministry Committee’s work, both on-going and special projects. This work is currently organized around five major ministry emphases -- Grow, Serve, Connect, Care, Worship, -- plus “Other.”

Grow: approx. 25% of employee time

1. Strategizing monthly with Adult Ministry Chair and Pastor
 - a. Strategizing includes assessing the impact of past ministries and developing plans, including specific action steps, that, when executed, will enable us to successfully achieve desired outcomes for each ministry area.
2. Serving as Second Circles Coordinator, responsible for overall ministry.
 - a. Provide administrative and organizational support
 - b. Recruit leaders
 - c. Check in with leaders to monitor groups’ progress and health
 - d. Promote small groups in congregation to encourage and facilitate participation
 - e. Provide study resources (e.g. curricula) and service opportunities
 - f. Arrange for training and continuing education of leaders
 - g. Monitor participation of the congregation in small groups and report to Session quarterly
3. Supporting adult education (both Sunday morning and mid-week)
 - a. Be present and working on Sundays, 8:30 to 10:15, as needed.
 - b. In conjunction with Lead Pastor, support leaders by suggesting speakers/topics/curricula
 - c. Recruit and thank Adult Education leaders
 - d. Purchase curriculum, books, create attendance tools
 - e. Check in regularly with leaders
 - f. Provide technological support for online learning to Lead Pastor, leaders of Committees and teams, and teachers. This support includes assisting the pastor or other teachers during classes and teaching others how to use the technology.
4. Coordinating Special Programs
 - . For devotional materials, in print and digital,
 1. Work with volunteers to purchase materials or solicit writers,
 2. Coordinate publication with the office manager, including posting on social media and sending email.
 3. Provide administrative support for the Pastor for worship and faith-building activities.
5. Coordinating Meals and Fellowship events
 - a. Organize needs for events, such as soliciting leaders, speakers, or participants to read/pray;
 - b. Promote events

- c. Be a staff liaison with the volunteer Kitchen Coordinator to notify them of scope and time for events.
6. Other Grow related responsibilities:
- a. Coordinate with Adult Ministry Chair
 - b. Monitoring finances of all Grow related ministries (e.g. small groups, Worship, library, adult Sunday School, etc.)
 - c. Provide minimal administrative support for Member Ministries (e.g. Feast Groups, Brown Baggers and others) as needed, limited to CCB and publicity support.
 - d. Attending Second Family Dinners, and other events as needed.

Serve: approx. 20% of employee time

1. Assisting to execute the strategy of the Serve Team as guided by the Pastor
2. Attending monthly Serve Team Meetings
3. Planning Second Church's emergency response to national and international disasters with Serve Team Chair
4. Recruiting Serve Team members
5. Supporting hands-on serving opportunities (approximately once-a-month)
 - a. Promoting Serve Opportunities
 - b. Creating online sign-ups
 - c. Meeting with volunteers
 - d. Attend these opportunities as needed
6. Supporting relationships with outside mission partners
 - a. Meeting with community leaders for building relationships and supporting programs
 - b. Following up with Committee members as they connect with assigned Mission Partners
7. Coordinating Special Offerings (e.g. Christmas/Easter Offerings/Disaster): Research, Coordinate and Promote special offerings and responses; thank people for giving.
8. Serving on Presbytery and community bodies and boards as needed.
9. Organizing, with volunteer support, hands-on service opportunities and short-term mission trips. Attending these activities as needed.
10. Providing administrative support for One Carlisle projects
11. Recording all Serve Team related service hours and giving, etc.; communicate same to Session quarterly.

Connect: approx. 20% of employee time

1. Attending monthly Connect Team meetings

2. Administrative support for the Connect Team.
3. Providing administrative support to new member program
 - a. Recruiting attendees
 - b. Recruiting lay leaders
 - c. Publicizing the group
 - d. Securing a room and other necessary supplies
 - e. Attend classes in the program
4. Recruiting Connect Team members
5. Managing member lists
 - a. Inform staff of additions and changes
 - b. Prompt staff and volunteers to follow-up
 1. MIAs (Missing In Action members)
 2. Prospects
 3. Inquirers
 4. Visitors
6. Enlisting church members in ministries
 - a. Check-ins with two to four active members weekly, connecting members to specific ministries and groups

Care: approx. 10% of employee time

1. Supporting the Work of the Deacons
 - a. Meet with Deacons as needed.
 - b. Coordinate with Deacon Moderator regarding member needs and deacon activities
 - c. Update Deacons with issues pertaining to their caring assignments
 - d. Assist Nominating committee in recruitment and training of Deacons
 - e. Support Deacon moderator when assigning deacons to every member.
 - f. Nurture Deacons through thanks, training, sharing information, and providing support)
2. Providing other congregational caring support
 - a. Provide administrative support for Lead Pastor connections with Members (e.g. Older Adult lunches; home communion; extended Second Family communion; Retirement home lunches)
 - b. Provide supplemental care to Adult Ministry leaders during life-transitions (e.g., serious illness, family issues).

Worship: approx. 5% of employee time

1. Supporting Worship Advisory Team
 - a. Provide administrative support to WAT as they need, for:
 1. Communion, Valet and Host service schedule,
 2. Worship preparations
 3. Solicit leaders, speakers, participants to read/pray in weekly worship
 4. Coordinate special worship volunteers.

Other: approx. 20% of employee time

1. Participating in staff meetings and collaborating (e.g planning, brainstorming with program staff and pastors)
2. Performing office work and communications (emails, bulletin, Chronicles, Facebook, etc.)
3. Developing, organizing and implementing special projects (such as Big Serve, Living Parable Experiment, Sensing God, church anniversary celebrations)
4. Using Church Community Builder (CCB) database for congregational ministries
 - a. Become proficient use of the CCB.
 - b. Develop processes such as forms, surveys questionnaires for staff and leadership
 - c. Record current participation in all activity areas (committees, small groups, teams, etc.) so as to create and maintain in real-time a master list of active participants in all ministry areas.
 - d. Train the staff and leadership in the use of CCB
5. Performing duties/tasks in other areas of ministry as needed and assigned by the Session or the Pastor.

Conditions and Terms of Employment

Requirements of all Staff

- Comply with and enforce the Child Protection Policy & Procedures
- Accept work conditions and arrangements as provided for in the Personnel Policies and Procedures (referred to as “Employee Handbook”)
- Participate in staff functions as requested by the Head of Staff (e.g. retreats, meetings, trainings, etc.)
- Employee will observe confidentiality in the use of personal information

Hours: This is a salaried position. The employee in this position will manage their schedule to work an average of 30 hours per week throughout the year.

Work Environment: To accommodate a wide range of ministry needs and employee needs, employees work both remotely and in-site. Certain ministry functions can only be performed best on-site, eg., face to face, including but not limited to, relationship building, lawn maintenance, conflict resolution, worship leadership, practicing on organ, and certain forms of planning. Employee must be physically on-site as needed to perform certain duties and fulfill responsibilities when physical presence is optimal, and as requested by the Supervisor. When physical presence on-site is not required for optimal performance or when not requested by Supervisor, off-site (remote) working may be possible as approved by Supervisor. Employee is responsible for documenting the effectiveness of off-site work, recording hours, and providing adequate internet connection, computer hardware, mobile phone, etc, to make remote work possible. Second Church provides on-site workspace and equipment as needed for all employees.

Permission to work remotely is a privilege based on trust, the needs of the congregation, and other factors; that permission can be modified or revoked at any time for any reason.

Performance and Compensation Evaluation: Regularly at the discretion of the Personnel Committee.

Other Financial Compensation: as negotiated.

Pension/Retirement Savings: There are no retirement or pension benefits. (However, 403B benefits are offered to staff working 20 hours or more. Employees may contribute to a PC(USA) administered 403b retirement account.)

Health or Other Benefits: Please refer to the Employee Handbook

Overtime/Comp Time: This position is salaried.

Vacation: Please refer to the Employee Handbook

Sick/Personal Days: Please refer to the Employee Handbook

Holidays: Please refer to the Employee Handbook

Continuing Education Leave and Funds: Please refer to the Employee Handbook

Professional Expenses: Please refer to the Employee Handbook

Termination: Employee may be terminated for any reason with written notice to his/her last known address. If the employee resigns, the employee should provide a two week notice.

Supervision/Reporting: Lead Pastor/Head of Staff.

Revisions to this Job Description: This job description as outlined above does not state or imply that these are the only responsibilities. Under the direction of the Session, Head of Staff, or Personnel Committee, these responsibilities are subject to change.