

ADULT MINISTRIES COORDINATOR

Reports to: Associate Pastor of Discipleship

Classification: Full-time (30-35 hours/week), Non-Exempt



Job Description

Mission / Purpose Statement

Because the world needs Jesus, we will seek to have the greatest possible impact providing a place where people are welcomed and easily find their place to belong in a family—a place for people to grow in their knowledge of Jesus, a place where people serve Jesus excitedly using their gifts, talents, passions, and abilities to grow the kingdom—making the gospel known in every place we have impact so that we can celebrate with the angels at new birth in Christ and his impact in our midst.

Position Summary

The Adult Ministries Coordinator supports the Associate Pastor of Discipleship by coordinating and implementing systems that cultivate a healthy culture of adult discipleship and connection at Calvary Community Church (CCC). This role helps adults take clear next steps—from first visit to meaningful involvement—by strengthening pathways for assimilation, community, service, and care.

This position is highly relational, systems-oriented, and collaborative, and is best suited for someone who is passionate about discipleship, volunteer development, and helping people find their place in the body of Christ.

This role focuses on coordination, implementation, administration, and relational follow-up rather than primary vision-setting or teaching leadership.

Key Outcomes of the Role

Success in this role will be evidenced by:

- Clear, effective pathways that move adults from first-time guests to maturing disciples
- Volunteers who are equipped, supported, and valued
- Healthy collaboration with the Associate Pastor of Discipleship and alignment of Adult Bible Fellowships (ABFs) and small groups aligned with CCC's mission
- Accurate, reliable data that informs discipleship strategy and pastoral care
- A welcoming, well-coordinated first impression and assimilation process

Core Responsibilities

- Collaborate with the Associate Pastor of Discipleship to support adult discipleship ministries
- Serve as primary administrative support for the Associate Pastor of Discipleship, facilitating communication and organizational oversight
- Support and maintain CCC's Next Steps process
- Ensure a positive and welcoming first impression
- Maintain accurate and up to date adult records in Planning Center

- Coordinate and lead volunteer teams that support women's discipleship and relational care, including listening, prayer, and encouragement with referral to pastors or elders when appropriate
- Provide primary coordination and leadership for women's discipleship initiatives and events

Character & Spiritual Qualifications

Because this is a ministry role, spiritual maturity and Christlike character are essential. The Adult Ministries Coordinator is expected to:

- Demonstrate integrity, humility, and servant leadership (Psalm 78:72; Micah 6:8)
- Maintain an active, growing relationship with Jesus Christ
- Exhibit a shepherd's heart and genuine care for people (Ezekiel 34)
- Model healthy, God-honoring relationships with family, staff, and the community
- Show passion for Scripture, prayer, worship, discipleship, and reaching the lost
- Alignment with the mission, doctrine, and ethos of Calvary Community Church

Qualifications & Skills

- Experience in church ministry or leadership in adult discipleship
- Due to the role's direct leadership in women's discipleship and care, and consistent with CCC's religious beliefs, this position is open to qualified women
- Demonstrated ability to recruit, train, and support volunteer leaders
- Strong organizational, administrative, and communication skills
- Familiarity with church management software and digital communication tools
- Reliable, self-motivated, and attentive to detail, with strong follow-through
- Ability to handle sensitive information with discretion and confidentiality
- A heart for making disciples who make disciples

Work Rhythm & Expectations

- Regular Sunday presence is required
- 30-35 hours per week; weekly hours may vary based on ministry needs
- Flexible weekday scheduling including regular office hours
- Occasional evenings or weekends for special events or gatherings
- This role works closely with the Associate Pastor of Discipleship and volunteer leaders in a collaborative team environment

Role Scope Clarification

This Role Does:

- Coordinate and support adult discipleship and connection systems.
- Empower and equip volunteers.
- Provide relational presence, follow-up, and care.
- Lead volunteer team in support and discipleship of women.

This Role Does Not:

- Serve in a pastoral role.
- Carry sole responsibility for adult spiritual growth.
- Replace pastoral or elder-led shepherding and care.

Review & Accountability

The Adult Ministries Coordinator is reviewed regularly by the Associate Pastor of Discipleship using CCC's personnel review process, with a formal annual review conducted prior to the church's Annual Business Meeting.

Calvary Community Church is committed to building a diverse and unified body of Christ, grounded in biblical truth and grace.

Acknowledgement

I have received and reviewed a copy of this job description and understand the expectations of this position. I am encouraged to discuss any questions with my supervisor.

Name

Date