

Adult Discipleship Program Coordinator Job Listing Information

Table of Contents

| | |
|-------------|-----------------------|
| SECTION I: | Quick Job Information |
| SECTION II: | Full Job Description |

SECTION I: General Job Information

Job Title:

Adult Discipleship Program Coordinator

Organization:

Christ Church – College Station

Department:

Adult Ministries

Proposed Pay:

(\$18.00/hr) – (\$20.00/hr)

Shift & Schedule:

Full Time (Monday – Thursday)

Additional Flexible / Seasonal Hours

Job Location:

College Station, TX

Job Type:

Staff

SECTION II: Full Job Description

Our Mission:

The mission of Christ Church – College Station is to make disciples who make disciples. Our hope is that everything we do as a church would help people experience the love of Jesus, equip them to follow Jesus well, and encourage them to live in a way that invites other people into the family of God.

Who We Are:

Adult Ministries strive to invigorate Christian community at Christ Church outside of Sunday Worship. We love worshiping together, but we believe sustained life-change happens best in small groups. Therefore, we commit ourselves to facilitating these small groups to ensure everyone at Christ Church will have a relational home with a group of people who follow Jesus together.

What We Want:

The Adult Discipleship Administrative Coordinator, under direction of the Adult Discipleship director, oversees & ensures that all administrative tasks are distributed properly among the Adult Discipleship Team, and routinely performed with excellence.

What Applicants Need to Know

Pay Range:

(\$18.00/hr) – (\$20.00/hr)

Cover Letter and Resume

A resume is required for this position. A cover letter is always welcome.

Position Details:

Adult Discipleship Program Coordinator will work closely with the Director of Adult Discipleship, the Adult Discipleship Program Assistant (position to be filled), volunteers, and other staff to ensure programmatic & administrative operations run smoothly. Comfortable and capable of communicating politely with church members & other staff every day. Ability to work hands on with event, program, and activity set up/operation.

Required Education and Experience:

- Bachelor's degree or equivalent combination of education and experience.

Required Knowledge, Skills, Abilities:

- Ability to work cooperatively with others.
- Ability to prioritize/manage problems, complaints, & tasks on a daily & long-term basis.

Adult Discipleship Program Coordinator Job Listing Information

- Ability to prioritize/manage given tasks for multiple projects/activities going on in Adult Discipleship areas.
- A growing faith in Jesus Christ & exhibited passion for the Bible.
- Capable of communicating politely & effectively with church members & staff.
- Highly Relational.
- Basic computer skills; Microsoft Office, Word, Excel.
- Ability to learn and become proficient in church database.

Preferred Licenses and Certification:

- Microsoft Product Certifications: (Not Required).
- Understanding of Canva: (Not Required)

Essential Duties/Tasks

Database Management:

- Supervises the upkeep & recording of Adult Discipleship attendance including small groups, Sunday schools, church-wide adult discipleship events, & adult discipleship programs.
- Ensures that all data prevalent to Adult Discipleship is correct & updated regularly.
- Think critically about more efficient & healthy database processes.

Internal Communication:

- Submits communications, facility, and technology requests on behalf of Adult Ministries & Adult Ministry participants.
- Works with communications, technology, & facilities staff to ensure that Adult Ministry events are accounted for.
- Request & validates that Adult Discipleship events are accurately scheduled & displayed on Christ Church facility calendar.
- Acquires curriculum, study materials, and other study resources for Adult Ministry programs.

External Communication:

- Acts as a liaison of requests, complaints, problems, joys & other matters for participants of Adult Ministry.
- Supplements real time issues for Adult Discipleship event participants.
- Routinely contacts Adult Discipleship leaders to ensure advertising material is correct, proper facilities are reserved, & study material is up to date.
- Sends important Adult Discipleship information & updates through database distribution system.

Adult Discipleship Program Coordinator Job Listing Information

Financial Management:

- Turns in receipts, deposits, & reimbursement forms on behalf of Adult Discipleship & Adult Discipleship participants.
- Maintains an accurate record of Adult Discipleship expenses.
- Estimates project & event costs for Adult Discipleship director.
- Projects use of Adult Discipleship budget.
- Orders adult discipleship office & classroom materials.

Program Facilitation:

- Provides a logistical plan of action to the Adult Discipleship Director Adult Discipleship when preparing for & facilitating an event or program.
- Ensures that all tasks during events & programs are properly distributed between Adult Discipleship team & volunteers.
- Works with technology staff during events & programs to address real time problems & changes.
- Communicates with event caterers to organize food delivery.
- Communicate with approved vendors about merchandise for Adult Discipleship events.

Why Christ Church – College Station?

Benefits:

- This position is eligible for full-time benefits.

Instructions For Turning in Application

Please email your resume & cover letter to:

Adultdiscipleship@christchurchcs.org

Please use your cover letter as an opportunity to explain why you feel like you would excel in this position.