

POSITION DESCRIPTION: Adult Ministries Coordinator at South Santiago Lutheran Church (SSLC)

The adult ministries umbrella includes but is not limited to: Classes/Seminars/Workshops, Women's Ministries, Men's Ministries, Small Groups, Adult Bible Studies, fellowship events.

Accountability: Reports to Senior Pastor.

Time Commitment: 30-35 hours/month, up to 420 hours/year excluding Sundays. At least 75% of Sundays 1.25 hours to cover fellowship. Exceeding the maximum hours of 485 requires council approval. The coordinator is responsible for tracking hours and will turn in timecards every two weeks for payroll purposes. Hourly wage to be determined by SSLC Council.

Primary Ministry Responsibilities:

- Build trusted relationships with staff, congregants, and the local community
- Collaborate with staff and volunteers in promoting the programs and mission of SSLC. Attend staff meetings
- Recruit, train, and support volunteers within the congregation
- Coordinate educational and fellowship opportunities for adult members of our congregation and local community
- Work with the Children, Youth, and Family coordinator to coordinate intergenerational opportunities for our congregation and local community
- Routinely communicate current activities and plans with staff, congregation, council, and local community
- Monthly reports to the congregation and council
- Annual report to the congregation
- Weekly social media posts

Job Qualifications

Skills & Competencies:

Ability to develop, implement, and revise comprehensive plans.

- Strong communication, facilitation, and organizational skills.
- Thrives on responsibility, multi-tasking, and leadership.
- Effective training and coaching skills.
- Proficient computer skills.

Personal Qualities:

- Has a vibrant relationship with Christ.
- Is an outgoing person who is flexible, creative, able to lead, self-motivated, is honest, and has a good sense of when to talk and when to listen.
- Lives a life that models Christian character, spiritual leadership and a growing relationship with Jesus Christ.
- Passion for adult ministry and outreach.
- Proven ability to recruit, train, and encourage both volunteers and staff.
- Awareness of a broad range of adult Christian education curriculum and materials.

Work Environment/Method/Styles: Encourager, Administrator, Conceptualization, People Oriented, Can Work Independently, Can Work with a Team. Remote work is authorized.

Desired Spiritual Gifts: Administration, Discernment, Encouragement, Leadership, Shepherding/Disciple Maker, Wisdom.

Approved 4/7/2025

This position description will be reviewed and signed annually by the employee and SSLC Council President.

Employee

Date

SSLC Council President

Date