

Job Description: Adult Ministry Coordinator

Church: LifePoint Church, Storden MN

Job Title: Adult Ministry Coordinator

Reports To: The Pastor

Job Type: Part-Time (10 hours/week)

Salary: To be discussed during the interview process.

Position Summary

The Adult Ministry Coordinator is a vital administrative and leadership role at LifePoint Church. This position is responsible for assisting in organizing Sunday worship logistics, empowering volunteer teams across all ministry areas, guiding guests through the church's "next steps" (such as baptism and membership), assisting in coordinating adult events, and managing the church's digital presence. This role requires a highly organized, detail-oriented individual with a passion for building systems, recruiting volunteers, and fostering church community.

Primary Responsibilities

Volunteer Leadership & Guest Integration

- **New Attendee Integration & Next Steps:** Follow up with new attendees and guests to ensure they feel welcome, answer their questions, and manage the process of guiding them through the church's next steps (e.g., baptism, membership, and seamlessly connecting them with groups, events, or serving opportunities).
- **Ministry Area Support:** Help build healthy volunteer structures and help with the deacons in actively recruiting volunteers across Lifepoint's four core areas of ministry:
 - **Exalting:** Worship, tech, and Sunday morning experience teams.
 - **Equipping:** Discipleship, small groups, and adult education.
 - **Evangelism:** Outreach, missions, and community engagement.
 - **Stewardship Property:** Facilities, setup/teardown, and operational support.
- **Team Care:** Ensure volunteers feel equipped, appreciated, and clearly understand their roles within the church body.

Worship & Event Planning

- **Planning Center Management:** Utilize Planning Center Online (PCO) to build the weekly order of worship, structure the service flow, and ensure all Sunday logistics are well-planned and communicated.
- **Event Collaboration:** Collaborate closely with the Adult Events Team to plan, execute, and evaluate adult ministry gatherings (e.g., retreats, seminars, fellowship nights, and

banquets).

- **Logistics & Execution:** Help oversee event details, including facility reservations, volunteer scheduling, resource allocation, and follow-up.

Digital Communications & Administration

- **Online Onboarding:** Create and manage online volunteer onboarding forms and processes for each of the ministry areas to streamline how new volunteers get involved and equipped.
- **Digital Integration:** Ensure volunteer sign-ups and event registrations are seamlessly integrated into the website and church communications.
- **Adaptability:** Assist with other administrative, organizational, or ministry tasks as needed or assigned by the Pastor to support the overall mission of LifePoint Church.

Qualifications & Skills

- Strong organizational and administrative skills with an exceptional eye for detail.
- Proficiency in Church Management Software (specifically Planning Center Online).
- Experience with basic website management (specifically Squarespace) and other digital communication.
- Excellent interpersonal skills with a proven ability to recruit, lead, and build up volunteer teams.
- Ability to problem-solve calmly and juggle multiple ministry priorities efficiently.
- Experience in event planning or project management is highly preferred.
- **Bonus:** A degree or formal education in Christian Ministry, Theology, or a related field is a strong plus.

Spiritual Requirements

- A mature, growing relationship with Jesus Christ.
- Alignment with LifePoint Church's statement of faith, vision, and core values.
- A heart for people and a desire to see adults connect in biblical community and serve the church effectively.