



Adult Discipleship Coordinator

Job Description

6/4/2026

Job Purpose:

The purpose of this part time hourly position is to provide organizational and relationship support to the Discipleship Pastor and Team, as well as nurturing and supporting volunteer relationships. A large focus is coordinating Discipleship ministries such as Growth Groups and other Adult Ministries. Providing support and service to maximize the effectiveness of these ministries is the focus.

Supervisor: Pastor of Discipleship

Qualifications:

1. High School diploma required.
2. Experience in office and organizational responsibilities
3. Skills with computer use and working with Word, Excel, and church database.
4. High interpersonal skills and strong desire to support a ministry activity and volunteer teams and leaders.

Job Classification:

Part Time/Non Exempt

This hourly position is part-time and is estimated at a minimum of 20 hours per week and could take up to 28 hours per week to perform. Working days will typically be during general office hours Monday through Friday, but flexible hours may be occasionally requested, including evenings and weekends, subject to ministry needs.

Essential Functions:

1. Coordinate with and support the Discipleship Pastor and ministry leads, primarily to ensure our core Discipleship ministries continue to grow in effectiveness with a special focus on volunteer ministry leaders.
2. Input data and provide reports to the discipleship team from church databases.
3. Coordinate resource requests through Event Briefs and church databases.
4. Provide organizational direction and assistance to ministry leaders.
5. Assist with set up and tear down of materials before and after classes.
6. Other support and assistance as needed.