WEST SHORE FREE CHURCH

POSITION DESCRIPTION
ADULT DISCIPLESHIP COORDINATOR

Approved: 28 September 2021	**WSFC Employment Category:** Regular, Full-Time – 40 hours/week
IRS Worker Classification: Employee	**WSFC Staff Category:** Support Staff
FLSA Classification: Non-exempt	**WSFC Hiring Approval Level:** Church Administrator
WSFC Ministerial Licensure: N/A	

SUMMARY

The Adult Discipleship Coordinator furthers the West Shore Free Church (WSFC) mission by providing a broad range of administrative and coordinative support to our Adult Discipleship Ministries. General duties include: administrative support, ministry event coordination and planning, volunteer coordination and ministry communication.

QUALIFICATIONS

Ministry Specific

- Passion for working with people
- Organized, detail-oriented and able to manage multiple, concurrent projects
- Self-starter who takes initiative and works well with minimal supervision
- Emphasizes thoroughness and effective outcomes
- Ability to work effectively and graciously under pressure
- Enjoys collaboration and being part of a team
- Values direct and open communication
- Works well in a healthy, high-performing environment
- Manifests good character, wisdom and discerning judgment
- Understands and demonstrates the integration of faith with work
- Skilled in oral and written communication
- Proficient in Microsoft Office and personal computer skills (including data entry and ability to learn and use church database software, online files and documents)
- Associate or Bachelor's degree preferred; appropriate life and work experience will also be considered

Team

Considering the critical role each employee plays in advancing the mission that God has given us at WSFC, each employee shall:

- Express a credible and growing personal faith in Jesus Christ.
- Affirm WSFC's Statement of Faith, Constitution & Bylaws, and Mission, as well as abide by church positions and policies.
- Demonstrate a strong commitment to the corporate life of our church.
- Become a member of WSFC within one year of employment.

RESPONSIBILITIES

- Participate in the Adult Discipleship Ministries Leadership Team, contributing to discussion and providing administrative support to the Adult Discipleship Team and Marriage & Men's Ministry
- Coordinate logistics for LifeGroups and Learning Communities, including room scheduling, startup logistics, curriculum ordering and attendance tracking in the church database

- Support the Engagement Pathway by tracking participant progress through defined next steps, ensuring logistics run smoothly and helping refine its implementation
- Oversee administrative logistics for church membership classes
- Plan and execute Adult Discipleship Ministry events, including creative coordination, facility needs, communication requests and occasional event leadership (some evenings and weekends)
- Collaborate with other ministry areas to advance Adult Discipleship Ministry goals and assist discipleship ministries in cross-ministry communication and collaboration
- Provide care for event participants, including meeting and praying with attendees as needed
- Coordinate volunteer recruitment, training and scheduling, and communicate with ministry leaders, volunteers and participants
- Maintain online event calendars and participant records in the church database
- Process expense reports for ministry events and activities
- Fulfill additional responsibilities as assigned

REPORTING RELATIONSHIPS

The Adult Discipleship Coordinator serves under the general authority of the WSFC Elder Board and reports to the Adult Discipleship Pastor. This position also works collaboratively with other staff and volunteers to meet ministry goals.

WORKING ENVIRONMENT

Limited physical activity. This includes occasional movement of equipment over short distances about 10% of the time. Primarily works in an office environment. Work hours will occasionally vary to meet ministry needs (and may include evening or weekend events 5% or less of time). Work is generally expected to be accomplished on-site, Monday through Friday, during core business hours.