

Coordinator of Adult Ministries

Location: Boerne, Texas

Hours: Part-Time (20-30 hours per week)

Schedule: Sunday-Thursday; some evening/weekends may be required

Direct Report: Adult Ministries Director

Compensation: TBD



Job Summary

The role of the Coordinator of Adult Ministries is to help coordinate all adult ministries at Currey Creek Church. This coordination includes but is not limited to adult Bible studies, small groups within adult Bible studies, adult classes, adult events and assimilation of new visitors/members to Currey Creek and other ministry/Church specific events. It involves assisting in the recruiting, training, and empowering of volunteers as well as the assimilation and registration of people interested in growing as a disciple of Jesus Christ. This role may also include the coordination or assisting coordination of any church-wide events.

Key Responsibilities

Adult Ministry Coordination

- Work closely with the Men's and Women's leadership teams to implement an effective system to promote these ministries (sign-up areas, stories, working directly with the Currey Creek Communications Team to create and schedule webpage and social media, Discovery classes, etc.).
- Oversee information and tracking of Bible study and Adult class participants and teachers.
- Develop an effective registration process for participants and their children through website, creek connection, and other venues.

- Work closely with the Clubhouse Coordinator in the planning and providing of childcare for Bible studies and classes.
- Create and maintain a promotion calendar with our Communications Team, ensuring that key events and details are announced and communicated at the proper times.
- Assist Adult Ministry Director, and key volunteers/leaders, with administrative needs. Includes printing, copying, filing, organizing, etc. Creek Life write-ups, website/ social media posts, and Creek Updates write-ups, printing, copying, filing, organizing.
- Assist in Men's and Women's event planning and organization.
- Work with the Communications team in the promotion of adult ministry specific studies, classes and events.
- Work with the Worship, Tech and Facilities Team to ensure the Adult Ministry Team has what is needed for their studies, classes and events.
- Work with external vendors/sources for some Adult Ministry events that take place off campus.
- Recruit and encourage adults to participate and serve in the Adult Ministry offerings.
- Assist the Adult Ministry Director with the development and adherence to the Adult Ministry Team's annual budget.
- Work with other ministry coordinators for the scheduling of studies, classes and events to ensure that there is no conflict with other ministry's needs, space and/or resources.
- Be invested and vocal and express opinions, suggestions and thoughts on how all of Adult Ministry could improve and/or function better in meeting Currey Creek's mission to Expand the Kingdom and Make Disciples.

Qualifications and Skills:

- At least 2-3 years of administrative or office support experience; experience in a church or nonprofit environment a plus.
- Strong proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Excellent and demonstrable organizational, time-management, and multitasking skills.
- Strong written and verbal communication abilities.
- Ability to work independently, as well as collaboratively in a team environment.
- Discretion and confidentiality when handling sensitive information.
- A positive, can-do attitude and a heart for serving others.

Preferred Skills:

- Familiarity with church management software (e.g., Planning Center, The Rock, or similar).
- Experience with event planning.

Physical Requirements:

- Ability to sit or stand for extended periods.
- Occasional lifting or carrying of event materials or promotional items.

How to Apply:

Please submit a cover letter, resume, and portfolio (if available) to info@curreycreek.com. In your cover letter, please share your vision for how you would use your administrative skills to support the mission of Currey Creek Church.

This job description reflects the general duties and responsibilities necessary to describe the main functions of the role. It is not meant to be an exhaustive list of all tasks the Communications Director may be asked to perform.