

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 small groups, classes, Bible studies, 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

Creek Group Coordination

- Help implement an effective system to promote Creek groups (sign-up areas, stories, webpage, social media, discovery classes etc.).
- Determine the best method for onboarding interested individuals into Creek groups (sign up/register, group assignment, follow up process)
- Oversee information and tracking of Creek group participants and leaders.
- Implement weekly communication with the Creek Group Leaders.
- Work closely with the Clubhouse Coordinator in the planning and providing of childcare for on-campus Creek groups.
- Work with the Communications team in the promotion of Creek Group activities.

Bible Study and Class 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, webpage, social media, Discovery classes etc).
- Oversee information and tracking of study participants and teachers.
- Develop an effective registration process for participants and their children through the website, Creek Connection, and other venues.
- Work closely with the Clubhouse Coordinator in the planning and providing of childcare for Bible studies.
- Create and maintain a promotion calendar, ensuring that key events and details are announced and communicated at the proper times.
- Assist Bible Study leaders with administrative needs. Includes printing, copying, filing, organizing, etc., social media posts, Creek Life write-ups, website, and Creek Updates write-ups, printing, copying, filing, and organizing.
- Assist in Men's and Women's event planning and organization.
- Work with the Communications team in the promotion of Bible Study and Class, and other ministry specific events.

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 demonstratable 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 Coordinator of Adult Ministries may be asked to perform.