



Title: Administrative and Communications Coordinator

Ministry Area: Adult Ministry

Classification: Part-Time; Ministerial Employee

FLSA Exemption Type: N/A

Schedule/Hours: 20 hours/week; Flexible scheduling applies

Job Summary: The Administrative and Communications Coordinator for Adult Ministry at Concord United Methodist Church provides essential administrative, organizational, and communications support to Adult Ministry. This role is responsible for the administration and coordination of Adult Groups and Bible studies, including but not limited to coordinating resources, facilities, and communications. The coordinator also handles Adult Ministry event logistics, including rosters, registration processes, email correspondence, and other administrative details that help ministry events run smoothly and effectively. This position is essential for furthering the mission of the church, which is to **Share** Christ, **Serve** Others, and **Grow** in Faith.

Spiritual and Personal Qualifications:

- Must be a person of genuine Christian character and commitment who professes faith in Jesus Christ and exhibits a sincere Christian lifestyle.
- Maintains a life of personal and spiritual development and accountability as an active member of a Christian church.
- Refrains from any social or private behavior considered or interpreted as unbecoming a Christian and a devoted follower of Christ.
- Exemplifies the utmost integrity and demonstrates character that is “above reproach”.

Reports To: The Director of Adult Ministry and works under the guidelines established by the Staff-Parish Relations Committee and the Staff Employee Handbook.

Supervisory Responsibility: N/A

Church Committee and/or Internal Board Responsibility: None unless deemed necessary

Staff Accountability:

- Demonstrates an attitude of professional excellence in working with each ministry area
- Creates and maintains a work environment consistent with the church’s staff culture



- Exemplifies a positive, “can-do” attitude
- Participates in weekly staff meetings
- Understands that our staff works together as one for the health of the whole Body of Christ, for the glory of God, and for the unity of our staff

Key Responsibilities:

- **Community Engagement:**
 - Engage in weekly Adult Ministry activities to build ongoing relationships with those in the church.
- **Spiritual Guidance:**
 - Approach all aspects of this position with grace and love, seeking to help create disciples within the ministry and beyond.
 - Work in collaboration with the Director of Adult Ministry in visioning and follow-through across Adult Ministry, ensuring consistent focus on discipleship across the stages of an adult’s life.
- **Administration:**
 - Keep weekly, monthly, and yearly attendance data for Adult Ministry activities and events.
 - Work closely with the Director of Adult Ministry to best communicate information via Adult Ministry newsletters, Worship announcements, iConnect, Emails, social media, CUMC Website, etc.
 - Event logistics and administrative tasks, including but not limited to rosters, emails, registrations, reservations, etc.
- **Volunteer Coordination:**
 - Organize, schedule, and confirm weekly volunteer schedules. This includes creating and implementing a plan for group leader and/or teacher subs that may be needed on Sunday mornings and other times throughout the week.
 - Ensuring all volunteers are trained and up to date on Safe Sanctuaries where applicable.
 - Assisting in administrative tasks of ongoing training for volunteers.
- **Education and Discipleship:**
 - Seek new and more efficient ways to communicate information and administrative work, doing so through the lens of actively shaping lifelong disciples.
 - Seek opportunities to continue education spiritually, personally, and professionally.



- **Event Planning:**
 - Support and assist with Adult Ministry roles in big church-wide events such as Rock the Block.

Qualifications:

- **Education:**
 - Associate's degree or equivalent
- **Religious Education Requirements & Religious Practices:**
 - Actively involved in local church community and individual spiritual discipleship practices
- **Relevant Experience:**
 - Minimum of one year of ministry or administrative experience.
- **Skills:**
 - Strong verbal and written communication skills
 - Demonstrated experience leading and organizing programs and activities requiring attention to detail
 - Strong skills in database management, Microsoft Office 365 (Word, Excel, Teams)
 - Familiarity and experience using Social Media formats for communications
 - Familiarity and experience using ethically sound AI-assisted tools for productivity and design (Canva, ChatGPT or equivalent)
 - Ability to work collaboratively across ministry areas
 - Event planning skills
 - Motivated, self-starter mentality

Preferred Qualifications:

- Bachelor's degree in business, communications, or administration
- Five or more years of administration experience in a ministry setting or equivalent

Working Conditions:

- Work is performed onsite at the church location and other places of ministry as needed.

Physical Requirements: Job includes moving and lifting Bible study and group meeting books, binders, whiteboards, and printouts.



Conditions for Employment:

- Pass a background check
- Safe Sanctuaries Training and Screening
- Valid TN Driver's License with a Clean Driving Record

Developed: September 2026