



HILL COUNTRY

BIBLE CHURCH

JOB DESCRIPTION

ADULT MINISTRY ADMIN COORDINATOR

Job Classification: Part Time, 28 hours per week; Non-Exempt

Date: March 2024

OUTCOMES AND RESULTS – SUCCESS IN THIS POSITION WILL RESULT IN:

1. The Director of Adult Ministries and Adult Ministry as a whole is supported effectively - *Equipping* (including Men's and Women's studies), *Connecting Adults* (often stage of life), and *Engaging Adults* in Next Step Opportunities
2. Adults at Hill Country are growing spiritually– they are taking next steps, experiencing community (primarily through Small Groups) and are being disciplined to become Disciple-Makers
3. Church management system (database), reporting tools, financials (credit card reconciliation, billing/payments, etc.), communication channels, and all administrative needs are handled with accuracy and effectiveness to move ministry forward

MAJOR RESPONSIBILITIES AND ACTIVITIES:

1. Work closely with the Director of Adult Ministries to learn, understand, coordinate and support progression of the overall Adult Ministry
2. Effectively support ministry across locations (One Church) and across the Adult Ministry Team; engage in Project Management as needed (one time and ongoing ministry)
3. Respond to people and their inquiries (phone calls, e-mails, and in person visits), and ensure every person receives the highest level of care and customer service
4. Continuously identify, engage, and train volunteers and servant leaders (Eph. 4 model of ministry)
 - a. Get to know people and relationally invest in them as you help them take next steps
 - b. Recruit, train, coordinate and appreciate volunteers for ministry
 - c. Engage ministry volunteers (from any of the Adult Ministry team members or lay leaders) to help with ministry registration, small group placement, volunteer support, etc.
 - d. Coordinate printing and distribution of all materials (through self and an empowered volunteer team)
5. Coordinate ministry promotion and communication (high collaboration with Communication Ministry), website updates and social media, scheduling, sign-ups, credit card reconciliation, accurate updating, and reporting
6. Learn and hone our Church-wide Data Base System and the effective use of other ministry tools, apps, and software to administratively support the Director of Adult Ministries and the Adult Ministry as a whole
7. Live out Church Goals and Strategic Pillars - engage people, make disciples, gospel saturation through a BLESS approach, Leadership Development, and One Church mindset
8. Have a close, personal relationship with God, family and others that is evident in your everyday life; fully engage as a member of the church and participate in the mission and vision to saturate Greater Austin with the love of Jesus
9. Engage and participate in weekly Staff meetings (Unite), Adult Ministry team meetings, 1:1 with Adult Ministry Director, 1:1's with other Adult Ministry leaders, monthly Admin meeting, yearly prayer and fasting, Christmas, Easter, the Great Adventure, and more as an effective member of the overall staff of Hill Country

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Active Member of HCBC (theologically aligns with our Core Beliefs), committed to weekly corporate worship at one of our locations
2. Minimum 2 years' active experience as a volunteer or servant leader in the context of a local church
3. Proven organization strength; proficient in Microsoft Office products , project management and strong administrative skills
4. Strong communications skills (in person, phone, e-mail, and social media) with high customer service value
5. Self-starter, proactive learner, eager to be coached (taking next steps spiritually, personally, and professionally): not afraid to ask questions, able to seek help and find solutions even in ambiguity
6. Sees themselves as an owner of the mission, vision and values of Hill Country Bible Church
7. Physically able to stand for long periods, lift and carry objects up to 25lbs: able to assist with set-up and tear down of facilities-equipment.
8. Availability to work occasional Sundays, weekends, and evenings, as well as Christmas Eve and Easter

CULTURE AND CLIMATE:

1. Position reports to Adult Ministry Director and supports the overall Adult Ministry Team
2. Staff culture is goal-oriented, collaborative, celebrates life change, priority of personal evangelism and discipleship
3. Core Values: Responding to God's Word, Engaging Generations, Celebrating Life Change, Thinking Beyond Ourselves, Loving Our Neighbors