
Adult Ministry Coordinator | Veritas Church

Direct Supervisor: Adult Ministry Director

Average Hours/Week: Part-Time. 20 hr/week

Employment Status: Part-Time/Hourly

FLSA Status: Non-Exempt

General Vision

To enable Adult Ministry staff to more freely accomplish our mission by owning various administrative tasks, systems, and events.

Essential Job Functions

- Help carry out the administrative coordination of Adult Ministries
- Help improve equipping and gospel shepherding at Veritas
- Keep track of gospel shepherding schedule
- Oversee equipping calendar and tasks
- Coordinate classes and materials
- Help oversee the details and logistics of Adult Ministry events
- Communicate with members and participants as needed
- Participate as a contributing member to Adult Ministries
- Assist on other church-wide teams as needed

Expectations

- Be a member of Veritas Church
- Be a pace setter in life and work
- Be radically relational
- Be a team player
- Be an improver
- Be an advocate for Veritas Church

Qualifications and Requirements

- Agree with Veritas Church's Expectations of Membership, Statement of Faith, and commit to exhibiting a lifestyle that is consistent with the same
- Meet the minimum requirements for church leadership as outlined in scripture.
- 2-5 years of experience with administrative work

- High ability to manage multiple projects and create order
- High level of integrity, confidentiality, and dependability
- Excellent communication and problem solving skills
- Detail-oriented
- Emotionally steady and resilient
- Ability to learn technology quickly and effectively
- Proficient in Google applications and web based computer applications.