

Horizons Community Church

Adult Ministries Coordinator

Description of Position

Employment type: Part-Time, Non exempt: 20 hours

Desired Outcome: *This role exists to create meaningful pathways for adults to grow in their faith and connect with the church community. By leading discipleship efforts, organizing impactful studies and events, and fostering a welcoming Sunday experience, this position ensures that every person has the opportunity to take their next step in spiritual growth. Through strong leadership, team development, and strategic coordination, this role will cultivate a culture of belonging, learning, and engagement that aligns with Horizons' mission and vision and values.*

Primary Responsibilities

Adult Discipleship Team Leadership:

- Recruit and lead a team to support the development and execution of discipleship, classes, and spiritual growth opportunities.
- Maintain and oversee the budget for adult ministries.

Sunday Connections:

- Connect with new guests, members, and attendees on Sundays by engaging in conversations and guiding them toward opportunities to get connected. This may also include participating on stage during worship to share welcome messages and announcements.
- Guest Services
 - Host Team, Hospitality, and New Here Booth
 - Recruit, train, encourage, and develop team leaders and oversight to the direction of guest services.

Discipleship and Group Connections:

- Recruit, train, encourage, and develop Life Group and class leaders.
- In collaboration with Lead Pastor and Executive Director of Ministries
 - Find or develop meaningful ways to connect with our sermon series and seasons, helping people grow in their faith. Plan church-wide studies once or twice a year to bring our community together in learning and discipleship.
- Coordinate and promote Life Groups and classes, developing a structured promotion schedule.
- Lead classes or studies
- Lead and cultivate welcoming experiences like Growth Track and Meet-and-Greet, creating clear pathways for people to connect and take their next steps in faith. Personally invite, track engagement, and follow up to ensure every participant feels seen, valued, and encouraged in their journey.
- Track and report numbers and stories of growth and celebration.

All-Church Events:

- Plan and coordinate adult-focused events (e.g., game nights, group kick-offs).
 - Support all church-wide events (Easter breakfast, Fall Fest, etc.)
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Desired Personal Qualities:

- A deep and growing relationship with Jesus Christ.
- Strong leadership, organizational, and communication skills.
- Experience in church ministry desired.
- Ability to manage multiple projects and work collaboratively with various teams.
- Passion for discipleship, community-building, volunteer development, and group coordination.
- Knowledge of budget management and event planning.
- Strong moral character, including honesty, integrity, teachability, humility, reliability, and loyalty.
- Able to work/learn various computer programs (excel, word, canva, publisher, ect.)
- Agreement with Horizons' mission, vision, values and strategies.

Accountability: Directly accountable to the Executive Director of Ministries.

Work Schedule:

Part-time 20 hours: Sunday mornings (approx. 4 hours), Monday afternoon staff meetings (approx 2 hours, strongly preferred), in office during office hours (4 hours, preferred), occasional evenings, remaining hours flexible.