



*Living God's Word,  
Sharing God's Love*

## **DETAILED MINISTRY DESCRIPTION**

### ***Adult Education Coordinator***

#### ***Adult Ministries Vision***

To effectively address the concerns and conditions of adults in the greater church community in order that they may grow in their understanding of themselves and the Christian faith

#### ***Title***

Adult Education Coordinator.

#### ***Purpose***

To develop, review, and implement church-wide resources and programs focused on adult discipleship.

#### ***Responsible to***

Chairman of Christian Education.

#### ***Description of duties***

- Become familiar with the Vision and Mission statements of the church. Plan the goals and objectives to fulfill those statements.
- Recruit members to organize a council to plan and carry out the programs of Adult Ministry.
  - Plan and carry out a varied and wide-ranging program with adults, including worship, study, fellowship, and service opportunities.
  - Become aware of resources and programs for adults.
- Recruit team members to plan and carry out the programs of Adult Ministry.
- Become aware of resources and programs for adults.
- Keep the congregation informed about the activities of Adult Ministries.
- Represent concerns of the Adult Ministry to the Christian Education Work Area.
- Create a unified and cohesive program of events and activities to promote spiritual awareness.
- Evaluate both real and perceived results periodically.

#### ***Budget Requirements***

Provide requested budget information to the Chair of Christian Education for the annual budget.

#### ***Annual Charge Conference Attendance***

The annual Charge Conference meeting is an important connectional meeting between our church and the conference. You should make every effort to attend this meeting. If your position requires that you report to the Charge Conference, make preparations for this report well ahead of the meeting date.

### ***Time requirements***

Quarterly meetings with the entire Christian Education work area 4 to 5 hours monthly. Meeting with the adult Council as needed.

### ***Term***

One year renewable.

### ***Training and resources***

- Cokesbury Guidelines: *Adult Ministries* – An electronic copy is available on the LUMC Equipping Ministry webpage.
- Orientation and periodic workshops are provided by the church and conference.

### ***Background Check***

Required for this position.

### ***Ministry Description Updates***

It is your responsibility to review this ministry description at least once each year for changes and updates. The Leader Orientation Meeting that is held in January is a good time to do this. You are also responsible for updating the ministry description of your team members if one is available. The team members should provide input for those updates.

### ***Qualifications, skills, and gifts***

- Spiritual Maturity – Stable/Growing Believer.
- At least a broad understanding of church-related programs and activities, with a peripheral appreciation of church council duties.
- Strong communication skills.
- Ability to work diligently with other volunteers and committee members.
- Capability of conducting appropriate research.
- Ability to draw conclusions and subsequent recommendations.
- Skills for researching issues and programs related to adults in your community.
- Possess one more of the following spiritual gifts:
  - Administration (D)
  - Evangelism (D)
  - Faith (R)
  - Leadership (D)
  - Shepherding (D)
- Possess one or more of the following skills:
  - Consensus-building (D)
  - Communications (R)
  - Listening (D)
  - Organizational (D)
- Possess one or more of the following passions:
  - Adult Ministry (R)

\* R - Required; D - Desirable

### ***Benefits to the Servant***

Creates activities, programs, and events consistent with the expressed wishes of church adults, Christian discipleship, and council mandates.