



INDEPENDENT
PRESBYTERIAN CHURCH

Adult and Family Ministries Coordinator

Reports to: Director of Communications

Status: Full-time, Non-Exempt

To apply, please send resume and cover letter to:

Lindsay Jones, IPC Director of Communications, at ljones@ipc-usa.org.

About This Role

The Adult and Family Ministries Coordinator (AFMC) assists in the execution of adult and family programs as well as implements the marketing and communication strategy for the departments. Family ministries includes parenting ministries as well as ministries to children and youth. The AFMC will focus on five primary areas of ministry to fulfill this vision:

1. Provide a good first impression for anyone visiting IPC, calling or emailing Adult and Family Ministries.
2. Contribute to IPC's entire Adult and Family Ministries, and help to ensure an overall well-coordinated ministry including Young Adult Ministries, Family Ministries, Youth and Children, intergenerational faith formation and special events.
3. Provide support for special events within Adult and Family Ministries, including calendar reservations, publicity, registrations, childcare, food and vehicle requests, necessary forms, and other logistics.
4. Collaborate with the Director of Communications to accurately and effectively promote Adult and Family Ministry programs and events through the weekly bulletin, social media, newsletters, posters, website updates, etc.
5. Keep a shared drive of content for the Adult and Family Ministries well-organized, regularly updated, and available for Staff, including working documents such as charters, libraries, guidelines, agendas, action items, and minutes for each ministry sub-team within Adult and Family Ministries.

Primary Responsibilities and Tasks

"Provide a good first impression for anyone visiting IPC, calling or emailing Adult and Family Ministries."

- Support Adult and Family Ministries by supporting its members. This includes answering their questions and going above and beyond to help members feel welcomed and heard.

- Help members place class and small group meetings on the IPC calendar as well as be the go between for them and IPC Staff.
- Educate or assist members with sending emails to their groups, maintaining their rosters, order curriculum when needed, and track Adult Ministries attendance.
- Other administrative support for IPC when needed.

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- Family Ministry
 - o Assist Director of Family Ministries as needed.
 - o Create Shelby groups, brochure, and registration for Family Small Groups.
 - o Collaborate and help execute intergenerational Faith Formation projects similar to Advent Conspiracy and Lent in a Box.
 - o Help schedule and plan staff retreats, regular fellowships, and celebrations to create an environment of support, friendship, and goodwill.
- Adult Education
 - o Sunday School and Adult Small Groups and Bible Studies
 - Order curriculum as needed by classes.
 - Print weekly attendance rosters for marking attendance as needed.
 - Facilitate class leaders to lead Zoom Sunday classes by scheduling Zoom meetings and communicating with classes through Shelby’s mass contact feature.
 - Monitor new registrations and send up to date information to those joining classes late.
 - Create registration forms for members to join classes and update class rosters with new registrations.
 - o CE Brochure
 - Gather information by contacting group and class leaders to determine when their classes will start, what their curriculum will be, and if there are any changes from the previous semester on dates or times.
 - Provide Curriculum Proposal forms to any leader who has new curriculum that needs to be approved by the Adult Ministries Committee.
 - Work with the Director of Communications to create both a digital and print brochure.
 - o Presbyterian Women (PW)
 - Collaborate with the PW Chair to create a monthly newsletter to send to PW Women.
 - Holiday House
 - Attend and record Holiday House meetings
 - Provide support throughout the entirety of planning and execution of Holiday House by scheduling meetings, ordering supplies, printing tickets, creating and maintaining online ticket sales, work with Holiday

House volunteers, and provide in-person support on the weekend of Holiday House every December.

- PW Holiday Luncheon
 - Support PW Chair and Director of Communications to publicize event.
 - Create a registration form and provide up to date data to PW and Kitchen.
 - Assist in the event seating chart.
 - Help PW Chair to organize volunteers, receive at door cash payments, and help with set up of event.
- Retreats/One day Events
 - Place events on calendar, publicize events, create registration forms, print programs, and assist PW Chair with organization and execution of events.

“Provide support for special events within Adult and Family Ministries, including calendar reservations, publicity, registrations, childcare, food and vehicle requests, necessary forms, and other logistics.”

- Manage and maintain church membership database.
 - o Create registration forms in Shelby. This includes building simple surveys to complex registration forms for all Adult and Family Ministries. Building out forms includes form questions, response emails, and payment allocations.
 - o Schedule Mass Contact emails and text messages in Shelby for classes, committee meetings, and special event registrations.
 - o Maintain membership groups by updating at the beginning of each new year, semester, or class start date. Work with membership assistant on adding new members and updating information for existing members when necessary.
 - o Provide membership reports for staff including but not limited to attendance.
- IPC Calendar and Room Arrangements
 - o Collaborate with Adult and Family Ministries staff to submit weekly, monthly, and annual event requests to the IPC Calendar.
 - o Assist members in submitting meeting and special event requests to the IPC Calendar.
 - o Submit monthly room arrangements to Director of Operations that includes requests for specific room setups, coffee/water requests, air conditioning (off hours), security (off hours), and A/V needs.
 - o Consult the Food Services Director on catering for meetings and special events.
 - o Assist the Nursery Coordinator by providing dates to be added to the childcare calendar.

“Collaborate with the Director of Communications to accurately and effectively promote Adult and Family Ministry programs and events through the weekly bulletin, social media, newsletters, posters, website updates, etc.”

- Prepare content for regular weekly emails
- Regularly review church website to ensure that all Adult and Family Ministry content is current and relevant.
 - Submit new events, content, and registration links to the Director of Communications to add to the website.
 - Review the website regularly to make sure most up to date information is listed.
- Assist with the promotion of Adult and Family Ministry events in IPC digital communications and print publications such as Window, The Update, brochures, and worship bulletins.
 - Work with the Director of Communications to have adult, family, children, and youth classes and events added to quarterly Window publication, monthly printed updates, weekly E-updates and with the Music Ministry Assistant on announcements and inserts in weekly worship bulletins.
- Assist with social media platforms by planning and executing a strategy to provide adult and family specific content that is helpful, relevant, and shareable.
 - Collaborate with the Director of Communications to plan and execute adult-specific communication materials and assets including video, audio, motion graphics, and graphic designs.
 - Proactively develop engaging, timely, and compelling content for social media.
 - Share social media content with other ministry areas.
- Serve as a backup to the Director of Communications and assist as needed.

“Keep a shared drive of content for the Adult and Family Ministries well-organized, regularly updated, and available for Staff, including working documents such as charters, libraries, guidelines, agendas, action items, and minutes for each ministry sub-team within Adult and Family Ministries.”

- Assist with Adult and Family Ministries Subcommittees
 - Add monthly or bi-monthly committee meetings to the IPC calendar. Send out agenda, previous month’s minutes, and other needed attachments including Zoom links to committees one week prior to meeting date. Follow up with a reminder 1-2 days prior to the meeting date.
- Strategic Staff Partner
 - Consult with staff to prioritize ministry needs based on interaction and experience with church members.
 - Demonstrate discretion based on the delicate nature of information associated with ministry.
 - Be proactive in providing support to Adult and Family Ministries staff and church members when needed. Bring a dedicated ministry role to the position of coordinator.
 - Continuing education to stay up to date with programs, websites, and apps that will benefit the staff and ministry as a whole.

- Maintain a spirit of “best practices” to help revise processes and programs as needed. Work toward building a streamlined process to make ministry work more efficiently for staff and members.

Education, Experience, and Personal Characteristics

- Desire to serve God, the church and community by supporting the Adult and Family Ministries of IPC.
- A college degree from an accredited educational institution is required.
- 2-5 years of professional experience (preferred).
- Ability to work well as part of a team, which includes Adult Ministries staff, Family Ministries staff, Communications staff, and numerous member volunteers. Excellent interpersonal skills.
- Ability to work with a varied population of people visiting the office.
- Ability to communicate and coordinate with IPC volunteers and leaders.
- Ability to multitask and prioritize daily workload. Strong planning and time management skills.
- Excellent computer, website, publishing, database, and social media skills, including proficiency with Microsoft Office.
- Proficient in Adobe Creative Suite and a commitment to stay abreast of technology.
- Writing experience (AP style preferred)
- Possess a high regard for and ability to maintain confidentiality of any information that becomes available.

Your Team

This position reports to the Associate Pastor Adult Ministries and the Director of Communications. This position relates to all Adult and Family ministries staff, works closely with Communications ministries and administrative staff, and has no supervising responsibilities.

Physical Demands and other information

Provide physical demands such as the following and other information as provided

- Able to walk through the facilities of the Church, Highland Hall and Site Visits at other organizations.
- Able to lift up to 30 pounds.
- Kneeling, crouching, stooping, reaching, standing, sitting, ascending and descending stairs.
- Visual acuity- close and distant vision and ability to focus with or without correction.
- Talking- expressing or exchanging ideas by means of the spoken word.
- Hearing- perceiving the nature of sounds at normal speaking levels with or without correction
- Ability to work occasional weekends when required

Applicants will be required to complete IPC employment screening, which requires disclosure of any history of criminal activity and/or sex offense. Upon preliminary selection of a candidate, IPC will conduct a background and DMV check, reference check, and pre-employment drug screen.

This position description should not be construed to imply that these requirements are the exclusive standards of the position. This position may include other duties and responsibilities as required.

IPC is an Equal Opportunity Employer and does not discriminate on the basis of race, sex, color, national origin, age, disability, genetic information, veteran status, or other protected category under the laws applicable to IPC.

About Independent Presbyterian Church

Independent Presbyterian Church (IPC), located in Birmingham, Alabama, is a member of the Presbyterian Church (U.S.A.) and the Presbytery of Sheppards and Lapsley. We believe God calls us to be a Christian community, actively engaged in transforming lives through our living faith in Jesus Christ and the power of the Holy Spirit. All are welcome and invited to worship here and to discover ways to grow your faith, serve in ministry to others, and build relationships through fellowship. Learn more at ipc-usa.org.

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