

South Spring Baptist Church

2026 Adult Ministry Administrator

Original Search Vision

We are serious about following the teaching of Paul's letter to the Ephesians 4:11-15.

"And he gave the apostles, the prophets, the evangelists, the shepherds and teachers, ¹²to equip the saints for the work of ministry, for building up the body of Christ, ¹³until we all attain to the unity of the faith and of the knowledge of the Son of God, to mature manhood, to the measure of the stature of the fullness of Christ, ¹⁴so that we may no longer be children, tossed to and fro by the waves and carried about by every wind of doctrine, by human cunning, by craftiness in deceitful schemes."

The task of the church staff is to take the responsibility over certain areas of the ministry of SSBC and to equip the saints to the maturity of the ministry of the gospel.

Core Characteristics:

- is **Meek** – submits their strength and gifts to God.
- has a **Shepherd** mindset – acts as an owner, not merely a hireling.
- Encourages **Lay Ministry** – lives out the idea that every member is a minister.
- Dedicated to **hospitality** – makes others feel welcome like they belong here.
- Creates **discipleship** – follows Jesus to help others follow Jesus.
- **Unifies** – a team mindset that seeks out the interests of others.
- **Leads** from weakness & honesty – avoids a false impression of perfection.
- Is **Generous** – is faithful to give of resources to support the church and Kingdom.

Key Qualifications: with a/an...

- Understanding of, passion for, and commitment to the mission and vision of the Church in general and South Spring Baptist Church in specific.
- An attitude of professionalism, patience, respect, compassion, and grace when working with staff and congregation.
- Proper level of confidentiality in all matters of the church, employees, and/or church members.
- Fulfillment of the requirements for membership in South Spring Baptist Church (or another local like-minded church).
- Agreement with South Spring Baptist Church's Statement of Faith. (Beyond this, and for more information, we agree in essence with the doctrinal statement of

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the Baptist Faith and Message adopted in 1963 by the Southern Baptist Convention as amended in 1998.)

- Duty to follow Biblical, Christian principles (as determined in SSBC bylaws) in their jobs for the Church and to refrain from any conduct that is contrary to those principles and Church statements of faith. As to job responsibilities relating to weddings, marriage, or counseling of couples, “wedding” and “marriage,” and “marry” refers only to the union of one man with one woman.
- No participation in and no allowance of use of facilities of the Church in any gathering or event or ceremony or pronouncement involving the recognition of same sex marriage, in that such recognition violates Biblical Christian principles.

Areas of Responsibility:

- Administrative Support
 - Provide administrative support to the adult ministry leader(s), such as scheduling meetings, managing correspondence, and maintaining calendars.
 - Innovate ways for the Executive Pastor of Adult Ministries to prioritize according to plan (God, family, leaders) and initiate opportunities to take tasks off his plate.
 - Protect proper level of confidentiality in all matters of the church, employees, and/or church members.
- Project Management
 - Coordinate Adult Ministry projects and events from planning through completion, including timelines, registrations, facilities, vendors, volunteers, resources, communications, budgets, setup, execution, and follow-up.
- Women’s Ministry Support
 - Provide administrative and operational support to the Women's Minister, including Bible studies, Women's Weekend, retreats, events, workshops, and other ministry initiatives. Assist with registrations, calendars, room reservations, website updates, resources, event logistics, and seasonal planning.
- Long Range Planning
 - Work with the Executive Pastor of Adult Ministry in anticipating communications and advertising needs of events and Life Group Launches.
 - Maintain a schedule and rhythm for ministry efforts, establishing a long range calendar at least a year in advance so decisions can be made

efficiently.

- Communication
 - Serve as a point of contact for the adult ministry, responding to inquiries, emails, and phone calls promptly and professionally.
 - Coordinate and distribute graphics, website posts, or other communications to keep members informed.
- Database and Record Management
 - Maintain accurate records of ministry participants, volunteers, attendance, and event details in church databases or spreadsheets.
- Resource Management
 - Ensure all needed materials, such as study guides, handouts, and promotional materials, are prepared and available for adult ministry activities.
- Financial Administration
 - Assist in managing the adult ministry budget, including tracking expenses, handling reimbursements, expense reports for Visa bills and coordinating payments for resources or events.
- Volunteer Management
 - Help recruit, train, and coordinate volunteers for adult ministry programs and events as well as helping them make use of any group database software they require.
- Facility Coordination
 - Schedule and reserve church facilities for adult ministry meetings and events, ensuring proper setup and teardown needs are communicated.
 - Baptism scheduling with families and staff, coordination of people serving, checking weather and communicating with facilities ensuring we have heated water in baptistry.
- Other Duties
 - Fulfill other responsibilities designated by the Executive Adult Ministry Pastor.

Accountability:

Adult Ministry Administrator

The Adult Ministry Administrator reports directly to the Executive Pastor of Adult Ministries while providing shared administrative support to the Women's Minister and other designated Adult Ministry staff. He/She will be evaluated at least annually based on this job description.

The job is a Full-Time Associate level position. The annual pay package will include any available benefits and the annual pay for candidate review.

Employee Signature: _____ Date:_____

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