

## **Adult Ministries Coordinator**

A ministry description for local church leaders

### **Introduction**

God asks the church to be a community of people sharing a common purpose and fellowship, continually growing in faith and in the knowledge of the Son of God. Paul describes the church as “his body, the fullness of him who filleth every thing in every way” (Eph. 1:22).

God calls us into His body for the purpose of establishing a saving relationship with Him and community with one another. The Holy Spirit convicts our minds, leads us to repentance, and plants us within the church.

The Holy Spirit is the vital life force of the church. When you come to Christ, you are prepared by the Holy Spirit, who has already led you to repentance, for service. Thus, the church is a servant body. Created for service, it serves the Lord in praise, in love, and the world in humility. “For we are his workmanship, created in Christ Jesus for good works, which God prepared beforehand, that we should walk in them” (Eph. 2:10).

### **Duties of the Adult Coordinator**

Your leadership role will include the following:

- 1. Leadership development.** As you chair the adult ministries committee, bringing together the adult Sabbath School superintendents and teachers, and the leaders in charge of outreach and evangelism, community service, nurture, family life, hospitality and social activities, stewardship, health-temperance, etc., your primary duty is to help them become better leaders. Encourage them to take advantage of training programs. Bring updated information to them. Share relevant videos, books, resource catalogs, etc. Meet with them individually and help them to evaluate their skills.
- 2. Planning.** As you meet with the church ministries council and the adult ministries committee, you will help the leaders involved focus on establishing objectives, developing methods and programs to achieve these objectives, creating a coordinated master calendar of church activities, and establishing a comprehensive budget for adult ministries. It is your responsibility to work with the individual program leaders to help them draw together an overall plan and budget.
- 3. Program administration.** The adult coordinator keeps the adult Sabbath School and other activities working in harmony with the overall plan and adult curriculum. He or she monitors adult programs and events to be sure they draw the family unit together in the home, church and community. You facilitate the outreach, soul-winning and nurture activities planned by the various auxiliary organizations through the adult ministries committee and the church ministries council. You support the action plans developed in the church ministries council and help overcome barriers to their implementation, assist with recruiting and training volunteers, get funding and resource materials, etc.
- 4. Special events.** You will organize with the church ministries council and implement through the adult program leaders the annual Ingathering outreach, the campaign for missionary magazines, and other special seasonal projects such as Friend Day, stewardship emphasis, spiritual gifts emphasis, and holiday events. Guidelines for these

events will be supplied by the local conference and adapted for your local church by the church ministries council or church board.

**5. Communication.** You will advise the church ministries council and/or church board on all matters pertaining to adult activities in the local church. You will be the primary advocate for your program leaders and groups. Regular times for communication need to be established with the pastor, church ministries leader, church treasurer and the program leaders involved.

**6. Information.** The adult coordinator is the primary source of information about adult activities in the congregation. You should put together a calendar listing all events for adults and see that these activities get advertised in the church bulletin and newsletter. Keep an up-to-date set of statistics regarding the membership, the number and type of households, the age profile, the percentages involved in ministry, attending regularly, etc. Be ready to share accurate information whenever there is discussion of adult ministries.

### Resource Materials

The following resources are recommended for your ministry. You can purchase these by calling AdventSource (800-328-0525), the Adventist Book Center (800-765-6955) or your local Christian bookstore.

*Adventist Mission in the 21st Century*, ed. by Jon Dybdahl. Subtitled “Presenting Jesus to a Diverse World,” this book asks some serious questions: What have we accomplished? What challenges remain? What are we doing to finish the work? What works and what doesn’t?

*Community of Faith*, by Russell Staples. Explores the biblical and theological background for our understanding of the church and its role in today’s world.

*Lifestyles of the Remnant*, by Keavin Hayden. The author takes another look at church standards, taking them out of the context of legalism or orthodoxy—presents much needed principles.

*Making Committees Work* by Mack Tennyson. A guide for the chair of a committee.

*Practical Guide to Personal Ministries* prepared by North American Division Adult Ministries.

*Sabbath School Handbook* prepared by the North American Division Adult Ministries.

*Sharing Our Faith With Friends*, by Monte Sahlin. Provides a variety of chapters on helping your church grow, reaching the thirty and forty-something generation, a relational approach to evangelism, small groups, etc.

*Who Are the Seventh-day Adventists?* by John Seaman. This sharing booklet gives a brief sketch of Adventist history, beliefs, people, church, and mission.

Visit AdventSource On-Line at [www.adventsource.org](http://www.adventsource.org) for a complete list of the latest resources available for local church leaders. You can place an order or request a catalog by calling 1-800-328-0525.

For information about additional resources and answers to your questions call the Adventist Plusline at 1-800-732-7587 or visit them on-line at [www.plusline.org](http://www.plusline.org).