



# THE COMPASS CHURCH

## Job Description

**Position:** Adult Ministries Administrator, Naperville Campus

**Reports to:** Pastor of Adult Ministries – Gerald Aloran

**Schedule:** Part-time (1,200 hours per fiscal year; est. 20 hours/week); Hourly, Non-Exempt

### Employment

**Classification:** Administrator/Assistant (A)

### Position Summary:

The Adult Ministries Administrator plays a vital role in supporting the Adult Ministries team at our Naperville Campus. This position ensures a smooth connection process for newcomers, supports ministry and group leaders, manages key administrative functions and contributes to the planning and execution of dynamic events and gatherings.

### Key Responsibilities:

#### Newcomer Connection & Group Support

- Coordinate details for annual group promotions (Jan/Feb & Aug/Sept), including group listings, signage, bios, curriculum and room resources.
- Manage details about prospective groups for display, including curriculum, biographies, signage, room resourcing, Rock recording and confirming leaders as needed.
- Respond to open group prospects weekly through Rock, and then follow up with ministry leaders, group leaders and members.
- Process new ministry contacts from weekend connection cards, emails, phone and referrals using Rock for documentation and reporting newcomers to ministry leaders. Schedule and plan necessary meetings with the ministry and group leaders.

#### Leader Support

- Provide logistical support for ministry leaders: care needs, communications, facility and IT issues, ordering supplies, etc.
- Assist in scheduling and coordinating small and large group events.
- Help manage agendas for on-campus groups.

#### Ongoing Group Administration

- Manage group registration, roster management, curriculum orders, physical resourcing, check-in, room reservations for our on-campus groups.
- Update Rock with seasonal group details: schedules, leaders, materials, rosters.
- Track span of care divisions and communicate changes to key leaders.
- Maintain and report group metrics across all Naperville Campus adult ministries.

#### Communications Support

- Monitor and triage general ministry email and phone inquiries.
- Submit and manage requests for communications, web updates, print materials, IT issues, eNews submissions, digital signage chalkboard displays.

#### Monday Night Ministry

- Be present for all Monday nights from (6:30-7:30p) during ministry seasons (Sept-Nov & Feb-May).
- Manage set-up, hospitality, attendance, teardown and serve as a walk-in connection point.

#### Event Coordination

- Support execution of ministry events through purchasing, communications, registration and metric tracking.
- Act as liaison between volunteer teams and support services (tech, facilities, IT, worship, purchasing and communications).
- Serve as a staff leader in Guest Services on Christmas and Easter.

#### Team Engagement

- Attend monthly All-Staff meetings (First Tuesday of every month).
- Participate in 50% of Adult Ministry events (approx. 8/year) and training sessions (approx. 4/year).

#### Budget and Finance

- Track ministry budget and expenditures.
- Submit check requests for reimbursement from lay leaders.
- Annotate and submit expenses through Bill.
- Turn in speaker honorarium requests.
- Communicate budget details with ministry leaders as needed.

#### **Additional Requirements:**

- Attend weekly Campus/ministry staff meetings.
- Affirm our Statement of Faith and be in theological agreement with The Compass Church and the Evangelical Free Church of America.
- Attend The Compass Church weekend worship services on a regular basis.
- Be a member or become a member of The Compass Church within 12 months of employment.
- Proficient in Microsoft Office; familiarity with Rock a plus.
- Willingness to perform other duties as assigned.