

## Administrator - Adult & Men's Ministries

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**Team(s):** Adult Ministries Team

**Supervisor:** Associate Pastor - Adult & Men's Ministries

**Status:** Full-Time (40 hours per week); Non-Exempt. Weekend and weekday hours may be required.

### Position Summary:

This position serves the Adult & Men's Ministries team by coordinating administrative systems, supporting ministry initiatives across multiple locations, and assisting the Adult & Men's Ministry Pastor and ministry leaders.

### Men's Ministry Responsibilities

- Collaborate with the Associate Pastor - Adult and Men's Ministries and the Men's Ministry Leadership Team to support the planning, implementation, and refinement of ministry systems, calendars, and workflows, including identifying key dates, deadlines, resource needs, and submitting proposed PCO Calendar items.
- Support the planning and implementation of Men's Ministries weekly and special events by coordinating registrations, room reservations, check-ins (PCO), printing, and setup/teardown.
- Create, update, and maintain accurate group rosters and information in PCO Groups, including enrollment settings, visibility, contact information, and biannual data audits.
- Order ministry and class supplies and process receipts, invoices, and reimbursement requests.
- Anticipate, submit, and track cross-departmental requests (Marketing/Communications, Facilities, Operations), coordinating with operations staff to ensure ministry timelines, assets, and logistical needs are met.
- Serve as the primary communication contact for the ministry by responding to emails and phone calls and preparing logistical communication for volunteers and participants.
- Be willing to work on rotation at the Appleton Location welcome desk on Sundays between 8am and 12pm.
- Be willing to work evenings and non-traditional hours as required by ministry seasons, including Monday nights as well as a couple of weekends per year.

### Adult Ministry Responsibilities

- Provide administrative support to the Associate Pastor - Adult & Men's Ministries and the Men's Ministry Leadership Team through scheduling, planning coordination, ordering, and other ministry support functions.
- Support the execution of Adult Ministries events and initiatives by assisting with logistics, communication, and ministry preparation as needed.
- Collaborate regularly with the Adult Ministries Team to ensure alignment, calendar coordination, and readiness for upcoming ministry cycles and events.

### Position Requirements:

- Must have an active and growing relationship with Jesus Christ with a passion to see people grow in their relationship with Him.
- Prior administrative experience and ministry experience preferred.
- Proficient in Microsoft Outlook with ability to learn new programs/systems/software.



- Ability to multitask in a fast-paced environment.
- Excellent communication skills and comfortable with regular phone calls with members of the Men's Leadership Team.
- Ability to work well with volunteers and other staff members.
- Ability to work additional hours during busy seasons.

### **ORGANIZATION OVERVIEW**

Founded in 1932, Alliance Church is a Fox Cities-based church and member of the Christian and Missionary Alliance denomination. They have physical locations in Appleton, Hortonville, and Neenah as well as an online streaming experience for Appleton's Sunday services. Alliance Church exists to connect the world with God and one another. Committed to loving the local community, Alliance Church started a free-and-charitable health clinic and is grateful to partner with the many effective non-profits and churches that serve the Fox Cities. The church is made up of many different people from all generations and backgrounds, but united around God's love for the entire world. For more information, visit [alliancechurch.org](http://alliancechurch.org).