

# CHURCH *of the* INCARNATION

3966 MCKINNEY AVENUE • DALLAS, TX • 75204

## COORDINATOR FOR ADULT FORMATION

### MISSION STATEMENT

Church of the Incarnation is committed to building Christ's kingdom by worshipping God in the Great Tradition of the Church, making disciples of Jesus Christ, serving the poor, and raising up leaders for the renewal of the Church locally and globally.

### POSITION SUMMARY

The Coordinator for Adult Formation is responsible for all administrative and organizational details that support the Adult Formation department. The successful candidate should be able to function at a high level with organizational and execution details, while also having strong interpersonal skills both with team members and with our parishioners.

### RESPONSIBILITIES

- Execute logistics for Sunday school classes, small groups, and retreats
- Work with Director of Adult Formation to organize details for ministry calendar
- Offer administrative support for Adult Formation inquiries
- Manage on-site support for Adult Formation ministries, especially on Sunday
- Coordinate and execute details for special events including promotion, staying within budget, securing contracts and permits, selecting vendors, staffing, layout, planning, executing, and debriefing (evaluate effectiveness)
  - ♦ Sample events: guest lectures, Theology Live, pre-marriage weekend, growth group leader fellowship, Epiphany Night, Shrove Tuesday, etc.
- Manage invoices, billing, purchase orders, check requests, and supplies
- Follow up with sacramental preparation (baptisms, confirmations, pre-marriage)

### SKILLS AND QUALIFICATIONS

- Prior church ministry experience is preferred
- Strong organization, administration, and time-management skills
- Ability to problem solve and find effective solutions, demonstrating adaptability and flexibility
- Must be proficient in Microsoft Office (most notably Outlook, Excel, and Word)
- Strong aptitude for facility and database management software (training provided)

### TIME REQUIREMENT

25 hours per week, including 4-6 hours on Sunday mornings, and some weekends and evenings for special events.