

Reports to: Pastoral Care/Groups Minister

Revision Date: 06/04/2026

Who We Are:

Lakeside Christian Church is a nearly 60-year-old community of believers with rich ties to the Northern Kentucky region. We are a multi-generational congregation that places a high emphasis on belonging in community and growing in our faith to have a tangible impact on the world around us.

What We Need You To Do:

The Adult Ministry Coordinator exists to support the Groups and Care ministries by creating organizational systems that help people connect in community, receive care, and take next steps in their faith journey.

This role is part-time (20-25 hours a week) and will be 75% administrative and 25% hands on ministry assistant. Below, you'll see specifics of how this position will assist our team with the care of our congregation and the coordination of different discipleship ministry events and activities.

Assist with Groups/Connections Ministry

- Manage and organize Lakeside Groups in the database
- Manage open groups on the website
- Assist with group launches, sign-ups, and leader communication
- Help coordinate next steps for people in our Pathway
- Assisting with volunteer appreciation efforts
- Providing hospitality at ministry gatherings

Assist with Pastoral Care Ministry

- Assist with intake, coordination, and follow-up for care needs alongside the Care Ministry Lead
- Maintain confidentiality and handle sensitive information with discretion
- Support systems that ensure no one "falls through the cracks."

Who We Need You To Be:

- Process-oriented
- Ministry-oriented
- Strong interpersonal skills / emotional intelligence
- Ability to manage multiple tasks simultaneously and prioritize projects/tasks
- Able to balance administrative responsibilities with relational ministry opportunities.
- Humble and able to adapt when priorities shift, or feedback is needed
- Willing to demonstrate our Five Staff Commitments (Take It Personally, Make It Better Together, Empower Others, Chase Health, Remain Openhanded)
- A member, or willing to become an active member of Lakeside Christian Church, who supports our Statement of Faith, Mission, Vision, and Strategies
- High School diploma required; Bachelor's degree preferred

Beneficial Skills & Experience:

- Experience with G-Suite (docs, google drive, sheets, etc.)
- Experience in administrative support
- Experience with database management
- Able to work collaboratively with staff and volunteers
- Organizational and communication skills

JOB STATUS (select all that apply):

☒ Exempt (not eligible for overtime) ☐ Non-Exempt (eligible for overtime)
☐ Full-Time (30 or more hours/week) ☒ Part-Time (25 hours/week) ☐ Hourly ☒ Salaried

PHYSICAL JOB REQUIREMENTS (select all that apply):

f = frequent, o = occasional, n = never

Lifting (25-50 lbs) ☐ F ☒ O ☐ N Lifting (11-24 lbs) ☐ F ☒ O ☐ N Walking ☐ F ☒ O ☐ N
Bending/Stooping ☒ F ☐ O ☐ N Climbing ☐ F ☒ O ☐ N Standing ☒ F ☐ O ☐ N Sitting ☐ F ☒ O ☐ N

SCHEDULE: ☒ Days ☐ Evenings ☒ Weekends ☒ Occasional Weekends/Evenings

INTERACTS WITH: ☒ Staff ☒ Members ☒ Visitors ☒ Volunteers ☒ Community

Employee

Date

Supervisor

Date

****Nothing in this job description restricts the church's right to assign or reassign duties and responsibilities to this job at any time.*