



## **Administrative Assistant Adult Discipleship and Kid's Ministry**

Position Type: Non-exempt, hourly  
Category: Full-time  
Classification:  
Reports to: Pastor/Director of Adult Discipleship/Director of Kid's Ministry

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### **ORGANIZATIONAL OVERVIEW**

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At St. Luke's United Methodist Church, we are an open community of Christians helping people find and give hope through Jesus Christ. We are committed to our community on the northside of Indianapolis and have seen our reach grow regionally and beyond through our digital presence. With a membership of over 6,000 we are the largest United Methodist Church (UMC) in Indiana and one of the largest in the U.S.

People are attracted to St. Luke's for our values: Our commitment to live the mission of the UMC, "To make disciples of Jesus Christ for the transformation of the world" and living the Christian faith in a way that is open to everyone - regardless of their gender, race, ethnicity, sexual orientation, nationality, disability, or socioeconomic background. As a church we are working to ensure that our congregation and its leadership represent the diversity of the community in which we are located. We are dedicated to including women, people of color, and LGBTQ+ as staff and in positions of leadership and decision making.

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### **POSITION OVERVIEW**

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The Administrative Assistant Adult Ministry and Kid's Ministry will provide integrative support for two thriving ministries at St. Luke's UMC. Our Kids Ministry reaches 220 kids a weekend and our Adult Ministry sees around 1000 people engaged in small groups or classes at any given time. This role will provide support and behind the scenes leadership to ensure these ministries continue to thrive and grow in a sustainable way. This is a full-time hourly position that will split time between two departments with exact hour breakdown being dependent on ministry needs. While this position will typically be 9-5 Monday-Friday, it is expected that some nights and weekends will be necessary depending on the ministry calendar.

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### **RESPONSIBILITIES**

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Support staff and volunteers in Kids and Adult Ministries through a variety of administrative tasks, including:

- Manage background checks for all volunteers
- Manage and coordinate Safe Sanctuaries training for volunteers. Maintain database to keep volunteers current on training
- Coordinate baptisms across St. Luke's two campuses, communicating with families and appropriate staff to ensure that baptisms are scheduled and go smoothly (can include reaching out to families who have welcomed a new baby, responding to families who reach out, scheduling baptism classes)

- and registration for class, coordinating various elements of baptism service (working with worship team to set dates, scheduling photographer, put baptism on Kids Ministry Director's calendar, etc) )
- Manage all Kids and Adult Team e-space requests, communicating with Database Administrator to ensure reservations are made in a timely manner and all set up needs are requested
  - Create/maintain Kids and Adult Team registration forms for events, groups, and classes
  - Track and report expenses/budget including reconciling monthly Visa bills
  - Participate in big Kids Ministry events: Eggstravaganza, Easter, Christmas Eve, VBS, Truck Town (as possible examples)
  - Provide support for Small Group and Class launches- usually in August, January, and Lent (February-March)
  - Create all groups in Church Database and ensure Group Finder stays up to date
  - Coordinate and schedule childcare needs of ministry depts (for classes, special events, etc).
  - Compile monthly all-church newsletter for Kids and Adult Discipleship
  - Organize physical curriculum (DVDs and books) and provide assistance with digital curriculum through Amplify Media
  - Work with Small Group Coordinator to help class leaders submit orders to Connections Books and Gifts
  - Serve as a resource for general inquiries about Kids and Adult Ministry- be a friendly "first touch" to the congregation and community from these ministries

#### Staff Participation

- Attend/participate in Team Meetings, taking notes and identifying action items/next steps (Kids team and Adult Discipleship)
- Attend/participate in weekly Staff Chapel

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## QUALIFICATIONS

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***Demonstrate passion about the Christian faith, actively seek to grow in personal relationship with God and be committed to the mission and purpose of St. Luke's.***

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- High School degree required
- 1-3 years' work experience preferred
- Proficiency with technology (Microsoft Office, willingness to learn Rock RMS)
- Ability to work on multiple teams and to handle simultaneous projects- can discern the urgent from the important

***This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.***