

HOUSTON'S FIRST BAPTIST CHURCH

Position Assignment:

Job Title: Senior Adult Coordinator

Department: Adult III

Hired By: Minister to Senior Adults

Reports To: Minister to Senior Adults

Campus: Loop

Status: Part Time

Employment Category: V

Summary of Position: The Senior Adult Coordinator will lend assistance in the overall operation and performance of the Ministry to Senior Adults, specifically Encore Enrichment.

Purpose: To assist the Minister to Senior Adults as needed in the overall ministry to our Senior Adults but the primary role is to help plan and conduct Encore events and trips.

Duties and Responsibilities:

- Assist with ministry needs as they arise and promptly forward relevant information to the Senior Adult Team.
- Ensure seniors know they are valued and cared for within the HFBC community.
- Actively search for events and opportunities for the Encore ministry and share findings with the Senior Adult Team.
- Produce and distribute the monthly Senior Adult newsletter.
- Serve as a backup for the Senior Adult Minister when requested.

This job description is not all-inclusive and can be modified verbally and in writing by the position supervisor.

Skills Requirements: Select all that apply

Language skills

Math skills

Reasoning ability

Computer skills:

Windows

Mac

MS Office

MS Outlook

Administration

Service to others

Teacher/Leader

Good Communication skills

Team builder

Self-disciplined

Servant leader

Decision maker

Strong work ethic

Education and/or Experience: Select all that apply

- College graduate preferred Administrative Experience Personnel Management
 Church Staff experience preferred Other: secular work experience if never on a ministry team.

Organizational Relationships: Reports to Minister to Senior Adults

Working Conditions: Select all that apply

- 40 hour work week Additional hours as needed Occasional off campus activities
 Continuing Education Specialized training Occasional travel

Prepared By: Ben Pritchett

Title: Minister to Senior Adults

Date Prepared or Revised: December 2, 2025

Signature of preparer: _____

I have read and received a copy of my job description. I understand this document overrides anything I have understood in the past. I further understand that I am expected to work according to this job description. If I have questions concerning the work and what is expected of me, I will speak to my direct supervisor.

Employee Signature

Date

Print Name