

Job post summary

Date posted: September 3rd, 2026

Pay: \$15.00 - \$17.00 per hour

Job description:

ASBURY UNITED METHODIST CHURCH

Job Description

Church Life Coordinator

This document is designed to provide guidance and direction to the Asbury employee to ensure a full commitment to the overall mission of our church. These are the job requirements which will be evaluated on a regular basis and ties to continuing employment status.

OUR MISSION: To bring people into ever more committed relationship with Jesus Christ and with His Church: Asbury

Date: August 2026

Accountable to: Pastor-Staff Parish Relations Committee (PSPRC) and to the Sr. Pastor, who is the immediate supervisor

Primary Objectives:

- To help coordinate church life activities and nurture families, children, and youth in the Christian faith
- The Church Life Coordinator will do all possible to attract young families and senior citizens into the church's spiritual life and activities.

Position Qualifications:

- Required Education and Experience
- An associate degree in a field relating to family health/enrichment or gerontology or a person who possesses a high school diploma or a high school equivalency credential.
- Additional Eligibility Qualifications
- At least 1 year of experience in church employment or 2 years of church volunteer experience is required.
- Must be able to successfully pass a background check

- Must complete the Safe Sanctuaries Training and successfully pass the related test
- Must have a committed relationship with Jesus Christ and passion for sharing that faith with others.
- Must have a willingness to be educated, and trained, in Methodist theology.
- Possess a deep love for people and a strong commitment to building positive relationships between them and our church community
- Canva or other graphic software experience a plus
- Possess a strong work ethic

Classification: Salaried- \$16,000

Hours per Week: 20-21 hours/week (part-time)

The work schedule for this position, generally, is as follows:

Sunday from 8 am- 1 pm plus breaks allowed under law

Monday- Thursday, from 9 am- 1 pm plus breaks allowed under law

Occasional Saturdays

Primary Duties and Responsibilities:

- Act as a chief point of contact with visitors to the church.
- Inspire and actively encourage visitors and new prospective members, especially young families and seniors, to attend activities at Asbury UMC.
- Assist in coordinating the Neighbor2Neighbor outreach, funded by the Texas Methodist Foundation and successfully fulfilling its purposes.
- Assist in coordinating the “Off Our Rockers” Transportation Grant and successfully fulfilling its purposes.
- Organize, and/or assist in coordinating, current and new all-age church events (e.g. occasional Senior Citizen, Young Adult, Youth, and Children’s activities; Summer Camp (formerly known as “Vacation Bible School”); “Trunk or Treat” and Advent and Christmas activities.
- Work with the Director of Heights Little Learners and with HLL families to build relationships between them and Asbury UMC and to encourage participation in church life and events.

- Recruit others to assist with church life activities.
- Remain proficient with web and social media networks and regularly communicate through them, as well as in face-to-face interaction.
- Be savvy to the habits of present cultural times.
- Remain responsible for maintaining and updating professional qualifications.

NOTES: July 2026

Will be subject to a 90-day probationary period upon hire and, if continued in employment, will participate in a yearly job performance review with the PSPRC.

This job description is not intended to be all-inclusive. Employee may perform other related duties as needed to meet the ongoing needs of Asbury.

Benefits:

- Flexible schedule

Work Location: In person