JOB DESCRIPTION

Position Title: Ministry Assistant
Reports To: Campus Pastor

Campus: Mesa
Status: Full-time, Non-Exempt
Schedule: Sunday-Thursday

Position Summary: The ministry assistant is the administrative and welcoming arm for the campus. This role includes the administration of our connection request and servant minister follow up, scheduling, general office duties, and assisting the Campus Pastor. This position also ensures that people are welcomed at their first point of contact with the office, whether in person or by phone. Recruiting servant ministers to assist with these duties and caring for them is also required to successfully accomplish this role.

This position is connected to the faith and ministry of the church and moves forward the vision of Central Christian Church.

Responsibilities:

- Connection Request follow up
- Servant Minister Application follow up
- Assist Campus Pastor in his administrative duties and needs
- General office duties such as filing, answering phones, assisting those who come into the office, ordering supplies
- Recruit and lead servant minister team that assists in office administration
- Scheduling of rooms, and Rooted programming reservations
- Coordinate efforts to keep all records accurate and up to date in ROCK
- Oversee distribution of communication, tools, brochures, and promotional pieces, etc.
- Serve on the weekend as directed by the Campus Pastor

Competencies:

- Plans and Aligns – Planning and prioritizing work to meet commitments aligned with organizational goals.
- Collaborates – Is counted on by others for a positive approach. Accepts responsibility to put others first in a team setting and does not become demonstrative or rigid. Works to build bridges that best solve shared problems and generates opportunities. Is able to develop emotional and intellectual awareness while having leadership confidence.
- Action Oriented – Takes on new opportunities and tough challenges with a sense of urgency, high energy, and enthusiasm. Also, takes immediate action when confronted with a problem or when made aware of a situation. Does not wait for others to take action or to request action.
- Communicates Effectively – Develops and delivers multi-mode communications that convey a clear understanding of the unique needs of different audiences. Communicates openly by clarifying purpose and importance in a positive manner; stresses major points. Keeps the main thing in front of others and uses an appealing style, candidness and humor.
- Optimizes Work Processes – Knows the most effective and efficient processes to get things done with a continual focus on improvement.

Knowledge, Skills and Experience Required:

- Must have excellent computer skills
- Excellent written and communication skills
- Careful attention to detail
- Ability to work independently within scope of assignment
- Must be proficient in MS Outlook, MS Excel, MS Word, and proficient in the application of Rock.

Role Model in Personal Life:

- Must align with the vision, and values of Central Christian Church and be committed to doing Central no harm.
- Financially support the vision of Central Christian Church by faithfully giving at least 10% of gross income.
- Growing in your personal relationship with Christ, while developing personal evangelism opportunities within and outside the Church.

Model biblical integrity in all things:

- Adhere to and encompass the qualities and characteristics required of Central Christian Church employees, defined by the Employee Handbook.
- Be an active Owner at Central Christian Church, making every effort to uphold the Marks of Ownership in your life.

Staff Expectations:

- Adhere to and encompass the qualities and characteristics required of Central Christian Church employees, defined by the Employee Handbook.
- Financially support the vision of Central Christian Church by faithfully giving at least 10% of gross income.
- Be an active Owner at Central Christian Church, making every effort to uphold the six core values of Central.

Physical Requirements: While performing the duties of this job, the employee is occasionally required to stand, walk sit; use hands to finger handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear;. The employee must occasionally lift or move up to twenty-five pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.