



JOB DESCRIPTION

Position Title: Life Group Ministry Assistant
Reports To: Lead Life Group Pastor

Campus: Mesa
Status: Part-time Non-exempt, 25hrs/wk

Schedule: Position is part time, 25-hour work week with some weekend requirements. Dedicated office hours to be determined. Position can require evening and weekend flexibility.

Position Summary:

The Life Group Ministry Assistant will support the Life Group ministry in the administration and organization of group life at Central. This position requires a wide range of computer, administrative and clerical duties. The Ministry Assistant is also a key member of the Life Group team, and as such, should be proactive, innovative, and excited about helping people connect to life transforming community.

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

Responsibilities:

- **Active Life Group Staff Member**
 - Be knowledgeable of Life Group ministry goals, programs, and opportunities.
 - Attend team meetings. Participate in discussions and be an active team member.
 - Represent Life Groups well in interactions with servant ministers, other Central staff, Central congregants, and the community.
- **Office Support**
 - Schedule appointments, meetings, rooms, and vans for ministry activities.
 - Order office supplies and ministry materials.
- **Coordinate Connection and Volunteer Recruitment Efforts**
 - Oversee Life Group Leader application process, ensuring accuracy and completion.
 - Monitor group connection requests in database.
 - Recruit, train, and encourage servant ministers to expand the impact of the Life Group ministry.
- **Accounting support for Life Groups**
 - Submit check requests.
 - Reconcile credit card statements.
 - Process staff reimbursement requests.
- **Assist with Life Group Communication and Event Planning:**
 - Monitor, post, and promote Life Group activities on social media.
 - Provide communication support in the form of proofreading, writing content, and coordinating mass communication efforts.
 - Assist with coordination of ministry trainings and events.
- **Other duties as assigned**

Knowledge, Skills and Experience Required:

- Working knowledge of Microsoft Office, specifically Outlook, Word, and Excel. Experience with a publishing program (like Publisher) is a plus.
- Working knowledge of social media platforms such as Facebook, Instagram, and Twitter.
- Ability to quickly learn and manage database systems.
- Strong organizational skills.
- Ability to work with multiple parties to accomplish tasks.
- Capable of recruiting and training others.

Competencies:

- Trust
Demonstrates honesty; keeps commitments; behaves in a consistent manner. Listens to others and objectively considers others' ideas and opinions, even when they conflict with one's own. Treats people with respect and fairness; gives proper credit to others.
- Communication
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.
- Decision Making
Able to make appropriate decisions in a reasonable time frame; determining whether action is needed. Identifies problems and makes the most appropriate decision.
- Initiating Action
Takes immediate action when confronted with a problem or when made aware of a situation. Implements new ideas or potential solutions without prompting; does not wait for others to take action or to request action. Takes action that goes beyond job requirements in order to achieve Central's objectives.
- Personal Growth
Accepts responsibility to grow spiritually, emotionally and intellectually; sets personal goals to continue learning in order to know scripture, cultural awareness and confidence in leadership.

Role model in personal life:

- Must align with the vision, and values of Central Christian Church and be committed to doing Central no harm.
- Growing in your personal relationship with Christ.
- Develop 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 Staff 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.