



JOB DESCRIPTION

Position Title: Central Impressions Ministry Assistant

Reports To: Pastor of Central Impressions

Campus: Office at Mesa, support all campuses

Status: Part-time, Non-exempt, 28 hrs/wk

Position Summary:

The Central Impressions Coordinator oversees Central's baptism process, Discovering Christ class, and administratively supports all teams within Central Impressions including Guest Central and Made for More. This position works with several different teams and is highly administrative.

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

Responsibilities:

- Oversight of baptism process details across all campuses:
 - Baptism scheduling (includes baptizer and baptism host) and inputting of baptism cards into ROCK.
 - Creation and dissemination of baptism certificates.
 - Weekly stats report detailing number of baptisms.
 - Coordinate baptism connections follow up.
 - Provide logistical support for spontaneous Baptism Weekends.
 - Inventory and order supplies as needed.
- Oversight of Discovering Christ process details across all campuses:
 - Discover Christ class scheduling (teacher and room reservations).
 - Data input of follow up requests.
 - Input DC cards and move people to appropriate connections bucket.
 - Inventory and order supplies as needed.
- How To Share Your Faith room reservations and web site reservations.
- Provide administrative support for Guest Central (mail cards, track inventory, order supplies).
- Request purchase orders, check requests, and other accounting procedures as required.
- Coordinate and prepare for all ministry team meetings and events.
- Management and maintenance of church database for all ministry needs.
- Provide administrative support to members of Central Impressions team as needed.
- Other duties as assigned.

Knowledge, Skills and Experience Required:

- Two years of related work experience.
- Highly technical: strong computer skills with proficiency in Microsoft Office, Excel, and Word.
- Excellent written and verbal communication skills.
- Mentoring and training abilities.
- Strong leadership skills.
- Ability to handle sensitive and confidential information.
- Ability to multi task and adapt to changing responsibilities.
- Ability to work independently within scope of assignment as well as cooperatively as a member of a team.
- Must be able to solve problems while maintaining excellent customer service.
- Spiritually mature, committed to prayer and discreet.

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 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.