



CHRISTCOMMUNITY

JOB DESCRIPTION

MINISTRY ASSISTANT

CHRIST COMMUNITY EXISTS TO MAKE GOSPEL-CENTERED DISCIPLES AMONG ALL PEOPLE FOR THE GLORY OF GOD.

THE GOSPEL ABOVE ALL

More than anything else, Christ Community is a church that is about the gospel.

Jesus tells his disciples and those who would follow, “All authority in heaven and on earth has been given to me, go, therefore, and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe everything I have commanded you. And remember, I am with you always, to the end of the age.”

We believe Jesus radically changes a person’s life. We are to remind ourselves daily that we have been set free from the power of sin and condemnation and to live in light of this freedom. We do not work for our salvation, but our salvation has been given to us freely by God himself through faith in Christ. Therefore, we are to live out the gospel of grace every day in our personal lives as well as with those we are around.

OUR CORE VALUES

BIBLICAL AUTHORITY
INTENTIONAL WORSHIP
COMMITTED COMMUNITY
MISSIONAL MULTIPLICATION
RADICAL GENEROSITY
PRAYERFUL DEPENDENCE

OVERVIEW

Purpose and Primary Responsibilities: The Ministry Assistant will handle a wide range of administrative-related tasks for the organization. This person must be exceedingly well organized, flexible, and enjoy challenges. Must be technologically savvy, with a high capability to effectively communicate through electronic media. They will interact with all levels of internal staff, congregants, visitors, and external church relationships in a fast-paced environment and remain flexible,

proactive, resourceful, and efficient with a high level of professionalism. Administrative skills, attention to detail, written and verbal communication skills, a strong work ethic, and strong decision-making abilities are needed.

AREAS OF ESSENTIAL RESPONSIBILITY

- Learn and master church management software for the purpose of updating database, running reports, scheduling events, etc.
- Help manage the flow of phone calls, appointments, and drop-in visitors to the church office.
- Assist in church communication including minor website updates, ministry emails, and correspondence.
- Assist with upkeep of contact management system, event calendar, and staff calendar.
- Anticipate, seek, and help pastors; actively looking for ways to take things off their plate in order to make them more effective and efficient including but not limited to: receipts, invoices, and check requests.
- Coordinate luncheons, meetings, conferences, and special projects such as agendas, reservations, materials, and minutes.
- Filing, data entry, mail sorting, mass mailings.
- Represent the church with integrity and warmth in dealing with members of the congregation, other churches, and the community at large.
- Help with preparation in various ministries, including children, students, women's ministry, men's ministry, community groups, and other ministries and events as needed.
- Manage and update events calendar.
- Proficient in Microsoft Word and Excel
- Assist and setup for weekly ministries, special events, and supplemental programming.
- Assist with church-wide communication.
- Assist with resource procurement, including office, promotional, and hospitality supplies.
- Assist in keeping the office and other parts of the facility managed, clean, and organized.
- Other duties as assigned.

ESSENTIAL ATTRIBUTES

- Must model a deep commitment to Jesus.
- Must be committed to the mission, vision, and values of Christ Community Church.
- Must maintain membership at Christ Community Church.
- Must be *highly organized* with attention to detail.
- Must possess an attitude of service with a drive to accomplish our mission.
- Must agree with the Baptist Faith and Message, 2000.

DETAILS

Please send a cover letter and resume by email only to Lydia Lott at lydial@christcommunity.com.