



Ministry Assistant, Community and Spiritual Formations

ABOUT GRACE POINT CHURCH

***Who we are:** Grace Point Church of Northwest Arkansas is an 18-year-old church plant, led by its' founding pastor, Mike McDaniel. Founded on the Great Commission, GPC has a very strong missions ethos, sending multiple short-term teams annually around the world to the most unreached peoples. We believe in and support church planting, both locally and abroad.*

Before the world's global pandemic, GPC growth has reached ~1400 people attending each Sunday, which includes two adult worship gatherings and two worship opportunities for children. Junior High and High School students worship with a live band on Wednesday evenings, have teaching and small group opportunities. We are a church of energetic music and worship (e.g. Hillsong, Bethel, Elevation).

We believe that every GPC member is a minister and has a serving ministry – thus, we are built largely on the talents of volunteers. We have a culture that honors people development and believe in developing worshippers from those God has brought to Grace Point.

Northwest Arkansas is home to three of the largest retail, poultry and transportation companies. A diverse culture is forming with the growth in the arts community – Bentonville has two globally recognized art venues, with more in the offing, which demands that Grace Point be able to reach into and identify with the emerging arts community. That is primarily done via our art gallery and through innovative, attractional worship.

Reflecting our target demographic of high-capacity business persons, young professionals, and young families, Grace Point has a culture that highly values excellence, innovation and creativity. We embrace change and encourage frequent evaluation of processes, events, and people – while acknowledging that we are all in the process of being sanctified, by the grace of God.

We desire a Pastor to join our team who can lead our GP Kids team and give oversight to Preschool ministries.

Principle Responsibilities

- Assist in planning, organizing and implementing events, special services and activities.
- Gain and maintain a thorough understanding of Small Groups and the technology used to track attendance and group data.
- Proactively stay in touch with leaders; assist leaders with any technical issues, attendance, etc.
- Ensure Small group promotional materials both digital and tangible are accurate and updated.
- Provide support and preparation for meetings and events.
- Assist Pastor in connecting people with Groups.

Secondary Responsibilities

- Support Pastor by requesting reimbursements and tracking expenses as requested.
- Assist as front desk receptionist. This includes answering and directing phone calls, receiving guests and benevolence.
- Assist in other strategic areas in the overall development of the church as needed and able.

Required Character, Competencies, Education, Skills and Passions

- Solid commitment to Jesus Christ and His church; a growing knowledge and profession of the Christian faith
- Genuine love for people of all backgrounds, demographics and current situations
- Embrace the five Grace Point values: Missional, Authenticity, Truth, Excellence and Fun
- Strong organizational and communication skills
- Solid technical skills in Microsoft products such as Word and Excel
- Maintain GPC Balanced, Godly Lifestyle.
- Covenant Membership of Grace Point Church preferred