



JOB DESCRIPTION

Ministry Assistant to Guest Experience

Henderson Campus Team

Campuses and Operations Department

Reports To: Guest Experience Specialist
Category of Employment: Support Staff, **Part-Time**
Payroll Status: Hourly, **Non-Exempt**
Office Hours: **25 hours per week**

The mission of Compassion Christian Church is to lead people to a life-changing relationship with Jesus Christ.

Job Summary

To further the mission of the Church by effectively providing general administrative assistance to the Guest Experience Team.

Skill Set of Position

Administration: Gifted administrator of technological and relational systems.

Equipper: Relational ability to recruit, equip and empower capable volunteers to own ministry

Hospitality: Able to create a sense of Welcome at the Henderson campus

Minimum Qualifications

1. **Experience:** Must be tried and proven in ministry and have a passion for developing new members to be fully connected followers of Christ through discipleship, evangelism, fellowship, worship and ministry. At least two (2) years experience in field preferred.
2. **Education:** Minimum of a bachelor's degree from an accredited college or university preferred. Consideration will be given to candidates having experience and demonstrated proficiency in field.
3. **Knowledge, skills, and gifts:** Candidate must exhibit excellent computer knowledge, experience and proficiency with Microsoft Office applications including Word, Outlook, Excel, Publisher and PowerPoint. Candidate must exhibit excellent organizational and interpersonal relational skills. Candidate must be tried and proven in ministry and have a passion to share Jesus. Candidate must demonstrate a Christ-like attitude in words and actions, being able to work with a wide variety of people. Candidate must be able to problem solve, maintain and protect confidentiality, and have excellent written and verbal skills.
4. **Physical Demands:**
 - a. May be called upon for lifting, pulling, bending, carrying, and pushing as needed to set up activities and events.
 - b. Operation of church vehicles.

Expectations

1. Exhibits a meaningful and growing personal relationship with Jesus Christ.
2. Recognizes that our work is important and deserves our very best.

Conditions of Employment

1. Models the Biblical standard of personal conduct and lifestyle.
2. Supports and adheres to the Mission, Vision, Values, and Philosophy of Ministry of CCC, including the CCC Statement of Faith.
3. Supports and adheres to the CCC Policies and Procedures Handbook.
4. Must be an active, participating member of Compassion Christian Church or another Bible-

believing church.

Duties and Responsibilities (Essentials)

1. General staff responsibilities:
 - Attend events and activities and assist with event logistics and booking as well as assist with set up and tear down.
 - Handle administrative and organizational needs including incoming and outgoing communications (calls, emails, mailings, scheduling, budgets, etc.).
 - Balance receipts to monthly MasterCard bills.
 - Balance spreadsheets to monthly accounting GL reports.
 - Maintaining and updating ministry calendar.
 - Preparing Ministry program materials when needed.
 - Coordinate the ordering of materials for the Connections Team
 - Maintain in notebook (CROAKER) all ministry tasks and functions specific to position.
 - Participation in monthly "All-Staff Meetings", as well as called departmental meetings, and other required staff events.

2. Specific ministry duties and responsibilities:
 - Lead, Oversee & Disciple Weekday Volunteers to support the different teams, responsibilities and front desk at Henderson
 - Oversee the weekend preparation at Henderson
 - Facilitate the connections processes at the Henderson Campus
 - Coordinate with Central in ordering and maintaining supplies
 - Manage the room reservations and facilities work orders for the Guest Experience team

3. This job description is not meant to be an all-inclusive statement of every duty and responsibility that will be required of an employee in this position. Therefore, additional duties may be assigned.

Performance and Evaluation

Success in the position will be measured according to the performance assessment tool approved by the Executive Pastor. Performance will be evaluated in relevant areas, including but not limited to: completion of ministry goals and individual tactics, communication, teamwork, leadership, creativity, responsibility, self-motivation, attitude, and potential for growth.

Employee Acknowledgement

My signature will acknowledge that I have read and understand the above Job Description. Further, I understand that this Job Description provides position essentials and the general duties, responsibilities, and specifications of the position; that it may be changed at any time to meet the needs of CCC; and, that it in no way constitutes an employment contract or otherwise alters my "employment at will" relationship with Compassion Christian Church.

Signature of Staff Member

Date

Job Description Approved: _____ CDB (HR Initials) _____ (DH Initials)

Revised 12/10/2020