COMPASSION CHRISTIAN CHURCH JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Department</th>
<th>Reports to</th>
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<tbody>
<tr>
<td>Central Students Coordinator</td>
<td>Worship Experiences</td>
<td>Central Generations Pastor</td>
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<tr>
<th>Employment Status</th>
<th>FLSA Status</th>
<th>Effective Date</th>
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<tbody>
<tr>
<td>☒ Full-Time</td>
<td>☒ Non-Exempt</td>
<td>05/22/2023 - cdb</td>
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POSITION SUMMARY
Support the student ministries of Compassion Christian Church by providing administrative, logistical, communication, and creative support; exemplifying the CORE4 values of our CCC Staff, Game Changer (GC), Roof Wrecker (RW), We over Me (W/M), and Equippers of our members, those we serve (E4).

ESSENTIAL DUTIES AND RESPONSIBILITIES
The essential functions include, but are not limited to the following:
- Choose and distribute student curriculum for each campus.
- Plan and coordinate student “invite nights.”
- Adapt, distribute, and empower the use of small group and discipleship curriculums for student ministry.
- Prep church-wide materials associated with programming and events, including calendars, small group questions, invite cards, etc.
- Maintain a master student calendar
- Coordinate with Creative Content on announcements and other communications
- Determine student events to be held at every campus.
- Help support major student church-wide events (camps, retreats, invite nights, etc.)
- Facilitate teamwork and idea sharing between campuses.
- Assist the campus pastors in developing crucial skillsets in the student staff.
- Create and distribute volunteer training materials.
- Oversee central communications between student pastors.
- Support the development of a new student ministry when a campus launches.

Expectations & Conditions of Employment
- Carry out the objectives of the Vision & Strategy Team and model a collaborative team mindset.
- Exhibits a meaningful and growing personal relationship with Jesus Christ.
- Engages in a regular and ongoing (meeting at least monthly) accountability relationship with a staff partner or other approved person.
- Recognizes that our work is important and deserves our very best.
- Models the Biblical standard of personal conduct and lifestyle as agreed upon in the Team Assumptions.
- Supports and adheres to the policies and procedures found in the CCC Employee Handbook.

MINIMUM QUALIFICATIONS
- Experience: Experience in an administrative role, preferably in a church or other religious organization with a focus on student ministry.
- 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.

- Knowledge, skills, and gis: Candidate must exhibit excellent organizational and interpersonal relational skills. Candidate must demonstrate a Christ-like attitude in words and actions, being able to work with a wide variety of people. Must exhibit excellent computer knowledge, and experience with Microso Office and Google applications.

**EMPLOYEE ACKNOWLEDGEMENT**

All employees of Compassion Christian Church are at-will, as such, are free to resign any time without reason. Compassion Christian Church likewise, retains the right to terminate an employee’s employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time. No manager, supervisor or employee of Compassion Christian Church has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.

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 Compassion Christian Church; and, that it in no way constitutes an employment contract or otherwise alters my "employment at will" relationship with Compassion Christian Church.

Reviewed with employee by
Signature: _______________________________ Name (print): ________________________________
Title: _____________________________________________________ Date: _____________________

Received and accepted by
Signature: _______________________________ Name (print): ________________________________
Title: _____________________________________________________ Date: _____________________