

# COMPASSION CHRISTIAN CHURCH JOB DESCRIPTION

Position Title	Department	Reports to
Ministry Assistant - East Campus	Campus Development	East Campus Pastor
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	08/24/2023 - cdb

## POSITION SUMMARY

To further the mission of the Church by effectively providing ministry assistance and administrative duties for the various ministries of the East Campus, while 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:

- Process finances for East Campus: Visa reports, check requests, event planning forms, oversee GL transactions, and update the budget spreadsheets. (GC)
- Handle administrative and organizational needs including incoming and outgoing communications (calls, emails, mailings, and all social media for the Campus). (GC)
- Preparing Ministry program materials when needed. (GC)
- Schedule volunteers, disseminate important volunteer information, delegate tasks per team needs/recommendations (GC)
- Promote/publicize ministry activities and events (GC)
- Attend events and activities. Assist with event logistics, booking, setup, tear down, and any classes needed. (W/m & GC)
- Guest Experiences:
  - o Coordinate and guide all 6 team leads of Guest Experience with Central Support. (E4)
    - Recruit, Train, and Develop adult volunteers in these roles. (E4)
  - o Coordinate volunteer appreciation opportunities and recognition campus wide in line with Central (GC)
  - o Maintain a healthy relationship with the Central Guest Experience Leader to provide effective feedback for the Guest Experience of Compassion. (W/M & GC)
  - o Keep team leaders updated on information for the upcoming weekend services and special events. (GC)
  - o Administrative tasks and duties for upcoming weekend services and special events (GC)
- Assistant to the Campus Pastor:
  - o Maintain the budget, visa reports, and handle administrative and organizational needs including incoming and outgoing communications when needed (GC)
  - o Maintaining and updating ministry calendars:
    - a. Pastoral Calendars (Campus Pastor)– scheduling meetings with various staff members, volunteers and members of the campus as needed. (W/M & GC)
    - b. Oversee the scheduling of events at the East Campus:
      - o Ensure that the various ministry areas around the East Campus are organized, supplied and properly equipped for various ministry teams' needs and for weekend events. (W/M & GC)
      - o Maintain the scheduling of East Campus facilities and reservations (GC)
      - o Develop and Maintain the ever changing Social Media of East Campus; Facebook, Instagram, etc... (GC)

## 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 Mission, Vision, Core Values, and Philosophy of Ministry of CCC, and the Statement of Faith
- Supports and adheres to the policies and procedures found in the CCC Employee Handbook

#### MINIMUM QUALIFICATIONS

- Experience: Minimum of two (2) years' experience in similar roles preferred
- 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 gifts: 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 Microsoft 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: \_\_\_\_\_