



## **JOB DESCRIPTION**

**Position Title:** Ministry Assistant  
**Reports To:** Queen Creek Pastor

**Campus:** Queen Creek  
**Status:** Part-time, Non-exempt, 20 hrs./wk.

**Position Summary:** Assists Queen Creek Pastoral Staff

**This position is connected to the faith and ministry of the church and moves forward the vision of Central Christian Church.**

### **Responsibilities:**

- Respond throughout the work day to phone, voicemail and email for the QC Campus.
- Manage the QC calendar.
- Maintain Campus and Associate Pastors Expense accounts and other reimbursement records.
- Assist in managing Pastor's calendar, scheduling, phone requests and emergency situations.
- Accept, interview, review applications, schedule appointments and process payments made for Benevolence.
- Schedule events and facility usage in Service U for the Queen Creek Campus.
- Assist in the promotion of Queen Creek Events, Marketing and Print Media as needed.
- Manage Starting Point Forms, Connection Cards & 1<sup>st</sup> time visitor letters and follow up.
- Engage with and train Servant Ministers on Serving Inquiries.
- Respond to those interested in Discover Central and other campus related classes. Register & follow up on the registrations to confirm attendance.
- Order office and other Campus supplies as necessary.
- Schedule tables needed for various ministries at the QC Campus on a weekly basis.
- Assist both the Children's and Students Pastor needs as requested.
- Process any check requests in Shelby for all Campus Leads and confer with accountant to make sure the request is recorded in the right account.
- Work with Pastor on reviewing and using money budgeted for necessary expenses.
- Manage the rental fees for the QPAC and storage facility used at the campus ensuring that requests are submitted on a timely basis and follow through until payments are issued.
- Contact businesses in QC area for support in various community Outreach activities.
- Coordinate weekly transportation of materials from other ministries to the QC campus for dispersion on Sunday.
- Other duties as assigned.

### **Knowledge, Skills and Experience Required:**

- Microsoft Office
- Knowledge of Office equipment
- Ability to be proficient with Central's database system
- Ability to prioritize tasks and assignments
- Experience in dealing with people in stressful situations
- Ability to maintain confidentiality

### **Personal Expectations:**

- Must align with the vision and values of Central Christian Church and be committed to doing Central no harm.
- Growth in your personal relationship with Christ.
- Develop personal evangelism opportunities within and outside the Church.

### **Staff Expectations:**

- Adhere to and encompass the qualities and characteristics required of Central Christian Church employees, defined by the Employee Handbook.

- Financially support the vision of Central Christian Church by faithfully giving at least 10% of gross income.
- Be an active Owner at Central Christian Church, making every effort to uphold the six core values of Central.

**Physical Requirements:** While performing the duties of this job, the employee is occasionally required to stand, walk sit; use hands to finger handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear. The employee must occasionally lift or move up to twenty-five pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.