



## JOB DESCRIPTION

**Position Title:** Gilbert Ministry Assistant  
**Reports To:** Campus Pastor

**Campus:** Gilbert  
**Status:** Full-time, Non-exempt

**Position Summary:** The Gilbert Ministry Assistant is the administrative arm for the Gilbert Campus. This role includes building and leading Servant minister teams, phone work, office responsibilities, building and other specific duties as directed by the Campus Pastor.

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

### Responsibilities:

- Champion the Ministry of Central in partnership with the Campus Pastor.
- Create welcoming environment for those who call in or come to Gilbert office.
- Be the primary receptionist for the Gilbert Campus.
- Process Connection Cards from the weekend.
- Manage First Time Guest Reports
- Order supplies for Gilbert campus.
- Scheduling appointments for Campus Pastor.
- Connect people who call or come to office to the necessary person, ministry or information.
- Assist Campus Pastor on campus specific initiatives, projects and ongoing ministry.
- Recruit, train and care for Servant Ministers.
- Provide ongoing solutions and creative suggestions for ministry area.
- Serve on the weekend as directed by the Campus Pastor.
- Responsible for light cleaning and up keep of the front office, kitchen, copy room and boardroom.
- Oversee Servant Minister Central
- Office support to all other ministries
- Run monthly copy and postage reports
- Post mail daily for pick up
- Other duties as assigned.

### Knowledge and Experience:

- Must be an owner of Central Christian Church and embrace the mission, vision and values.
- Comfortable and effective in a fast-paced environment.
- Excellent phone skills.
- Capable of recruiting, training and leading Servant Ministers.
- Have positive attitude and demonstrate ability to learn new things.
- Demonstrate adaptability and flexibility in work schedule.
- Working knowledge of Microsoft Office.
- Must be able to solve problems while maintaining customer service.
- Must have strong phone skills and be able to connect people to information.
- Must continually stay well informed about what is happening at Central.
- Must be familiar with Central's Website to help walk guests through it.

### Role Model in Personal Life:

- Must align with the vision, and values of Central Christian Church and be committed to doing Central no harm.
- Growing in your personal relationship with Christ.
- Model the Marks of Ownership

### Model Biblical Integrity in all Things:

- 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 and Marks of Ownership 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.