



JOB DESCRIPTION

Position Title: Ministry Assistant

Campus: Gilbert

Reports to: Children's Pastor, Gilbert

Status: Full-time, Non-exempt

Schedule: Monday-Thursday, 8 a.m.-6 p.m.

Position Summary: Primary administrative support for Gilbert Campus Children's Ministry, administrative support for Ahwatukee and Queen Creek Children's Ministry.

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

Responsibilities:

➤ ADMINISTRATIVE:

- Administrative support for Children's teams:
 - PRIMARY: Gilbert Campus
 - Queen Creek Campus
 - Ahwatukee Campus
- Budget support
 - Check requests
 - PO processing
 - Deposits
- Room scheduling/management
- Resourcing
 - Office supplies
 - Resource room
 - Order product and stock
- Statistic gathering/reporting
- Servant Minister Tracking
 - Connection request
 - ROCK support
- General administrative support functions
 - New Family Registrations
 - ROCK check in System
 - Facilitate a clean office environment
 - Elementary Challenge Cards
 - Record team meeting notes
 - Proofing

➤ MINISTRY:

- Event Lead for Launch
- Support Event or Campus Lead for Children's events
- Support vision and direction of Central Christian Church and Family Ministries.
 - Participate in "all staff" events at each level.
- Support Children's Ministry Core Values.
 - Safety and Security
 - Biblical Teaching
 - Adventure
 - Relationships

- Families
- Support vision and direction of Gilbert Campus team in conjunction with the Children's Pastor and Campus Pastor.

Knowledge, Skills and Experience:

- A personal walk with Jesus.
- Excellent written and communication skills.
- Organizational skills.
- Ability to work independently within scope of assignment. Manages time and prioritizes duties effectively.
- Ability to work cooperatively as a member of a team.
- Proficiency in Microsoft and Goggle programs.

Personal Expectations:

- 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.
- 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 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, carry, push, and pull objects weighing up to **twenty** 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.