



JOB DESCRIPTION

Administrative Assistant to Kids' Ministry – Henderson Campus

Henderson Kid's Ministry Team

Regional Campuses

Reports To: Henderson Kid's Elementary Pastor
Category of Employment: Support Staff, **Full-Time**
Payroll Status: Hourly, Non-Exempt
Office Hours: **28 hours per week**

The mission of Compassion Christian Church is to lead people to a life-changing relationship with Jesus Christ.

Job Summary

To further the mission of the Church by serving in the organization and office administration of the Elementary Ministries Department, seeking to fulfill the mission.

Minimum Qualifications

1. **Experience:** Must be tried and proven in ministry and have a passion for developing new members to be fully connected followers of Christ through discipleship, evangelism, fellowship, worship and ministry. At least two (2) years experience in field preferred.
2. **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.
3. **Knowledge, skills, and gifts:** Candidate must exhibit excellent computer knowledge, experience and proficiency with Microsoft Office applications including Word, Outlook, Excel, Publisher and PowerPoint. Candidate must exhibit excellent organizational and interpersonal relational skills. Candidate must be tried and proven in ministry and have a passion to share Jesus. Candidate must demonstrate a Christ-like attitude in words and actions, being able to work with a wide variety of people. Candidate must be able to problem solve, maintain and protect confidentiality, and have excellent communication – both written and verbal. Must be a motivated and effective recruiter and manager of volunteers.
4. **Physical Demands:**
 - a. May be called upon for lifting, pulling, bending, carrying, and pushing as needed to set up activities and events.
 - b. Operation of church vehicles.

Expectations

1. Exhibits a meaningful and growing personal relationship with Jesus Christ.
2. Engages in a regular and ongoing (meeting at least monthly) accountability relationship with a staff partner or other approved person.
3. Recognizes that our work is important and deserves our very best.

Conditions of Employment

1. Models the Biblical standard of personal conduct and lifestyle.
2. Supports and adheres to the Mission, Vision, Values, and Philosophy of Ministry of CCC, including the CCC Statement of Faith.
3. Supports and adheres to the CCC Policies and Procedures Handbook.
4. Must be an active, participating member of Compassion Christian Church or another Bible-believing church.

Duties and Responsibilities (Essentials)

1. General staff responsibilities:
 - Handle administrative and organizational needs including incoming and outgoing communications (calls, emails, mailings, bulletin inserts, scheduling, budgets, etc.).
 - Balance receipts to monthly Master Card bills.
 - Balance spreadsheets to monthly accounting GL reports.
 - Maintaining and updating ministry calendar.
 - Maintain in notebook (CROAKER) all ministry tasks and functions specific to position.
 - Participation in monthly "All-Staff Meetings", as well as called departmental meetings, and other required staff events.

2. Specific ministry duties and responsibilities:
 - Administer budget for Henderson Kids' Ministries; keep up with Master Card receipts and preparation of monthly visa reports for Kid's Ministry Staff.
 - Input registration forms into database.
 - Order and maintain supplies.
 - Reserve facilities and church vehicle as needed.

3. This job description is not meant to be an all-inclusive statement of every duty and responsibility that will be required of an employee in this position. Therefore, additional duties may be assigned.

Performance and Evaluation

Success in the position will be measured according to the performance assessment tool approved by the Executive Pastor. Performance will be evaluated in relevant areas, including but not limited to: completion of ministry goals and individual tactics, communication, teamwork, leadership, creativity, responsibility, self motivation, attitude, and potential for growth.

Employee Acknowledgement

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

Signature of Staff Member

Date

Job Description Approved: DLM (HR Initials) _____ (DH Initials)

Revised 05/07/19