



JOB DESCRIPTION

Ministry Assistant to Students / Student Worship and Connections – East Campus

Student Ministry

East Campus

Campuses & Generations Department

Reports To: Student Pastor – East Campus
Category of Employment: Support Staff, **Part-time**
Payroll Status: Hourly, **Non-Exempt**
Office Hours: **20 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 overseeing and developing worship teams, production teams, and connections teams as part of a dynamic Student Ministry - East Campus.

Minimum Qualifications

1. **Experience:** Minimum of 3 years leading and/or serving in student ministries worship roles.
2. **Education:** Consideration will be given to candidates having experience and demonstrated proficiency in field.
3. **Knowledge, skills, and gifts:** The preferred candidate would possess the gifts and skills of teaching, leading, and building student disciples on worship and production teams. Candidate must exhibit excellent computer knowledge, experience and proficiency with Microsoft Office applications including Word, Outlook, Excel, Publisher and PowerPoint. Candidate must exhibit excellent leadership, 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 written and verbal skills. Must be a motivated and effective recruiter and manager of volunteers.
4. **Physical Demands:**
 - a. Activities with youth, including sports and games of a physical nature.
 - b. Lifting, pulling, bending, carrying, and pushing as needed to set up activities and events.
 - c. 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 members of Compassion Christian Church or another Bible-believing church.

Duties and Responsibilities (Essentials)

1. General staff responsibilities:
 - Provide visionary leadership and organizational structure for the student ministry worship team, production team, and connections teams.
 - Recruit, train, schedule, equip, and supervise volunteers for these ministry teams.
 - Attend events and activities, regular service times, and assist with event logistics and booking as well as assist with setup and tear down.
 - Facilitate open lines of communication with the worship pastor at East Campus.
 - Facilitate open lines of communication between members of the student team.
 - Participation in monthly "All-Staff Meetings", as well as called departmental meetings, and other required staff events.

2. Specific duties and responsibilities:
 - Lead worship regularly at student ministry worship and D-groups
 - Build and train connection teams at student ministry worship and D-group programs including: café teams, check-in teams, and hospitality teams.
 - Recruit, train, and lead all volunteers that support large group environments including band, vocalists, and production for services and rehearsals.
 - Develop special elements and programming that compliments the curriculum and weekly teaching of the student pastor in alignment with central students.
 - Coordinate the social media effort for the campus student ministry including the creation of announcements for social media.
 - Train and schedule worship leaders at student ministry worship and D-groups
 - Plan and implement special events (worship nights, retreats etc.) with the student pastor and central teams.

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 Lead 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.

Printed Name of Staff Member:

Signature of Staff Member

Date

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

Revised 01/08/2020