



JOB DESCRIPTION

Ministry Assistant to Effingham Campus

Effingham Campus Team

Campuses and Generations Department

Reports To: Effingham Campus Pastor
Category of Employment: **Full Time**, Support Staff
Payroll Status: Salaried, **Exempt**
Office Hours: **Average of 40 hours per week**, with the exception of heavy ministry seasons

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 assisting the children's ministry at the Effingham Campus with normal weekend programming and special events.

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:** Must be able to effectively oversee and effectively assist with ministry needs at the Effingham Campus. Candidate must demonstrate a Christ-like attitude in words and actions, and have the ability to work with a wide variety of people. An exhibition of excellent interpersonal relational skills while maintaining and protecting confidentiality is required. Candidate must possess effective written and verbal skills. Candidate must be a motivated and successful recruiter and manager of volunteers. Candidate must exhibit excellent computer knowledge, experience and proficiency with Microsoft Office applications including Word, Outlook, Excel, Publisher and PowerPoint.
4. **Physical Demands:**
 - a. 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 relationships 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.

Duties and Responsibilities (Essentials)

1. General staff responsibilities:

- Recruit, train and oversee Daily Office volunteers. Schedule volunteers, disseminate important volunteer information, delegate tasks per team needs/recommendations
- Process finances for the Effingham Campus...Effingham Campus Pastor...Effingham Community Pastor and Effingham Worship Department: Visa Reports, Check Requests, Event Planning Forms, Oversee GL Transactions, and Update the budget spreadsheets.
- Attend events and activities. Assist with event logistics, booking, setup, tear down and any classes needed.
- Promote/publicize ministry activities and events.
- Handle administrative and organizational needs including incoming and outgoing communications (calls, emails, mailings, bulletin inserts).
- Preparing Ministry program materials when needed.
- 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:

- a. Process paperwork and next steps for Effingham Campus individuals.
- b. Oversee the processing for paperwork from weekend services and events to help keep accurate information for involvement
- c. Oversee the scheduling of baptisms.
- d. Attend weekly staff meeting
- e. Maintain...post...update..."Next Three Weeks/Next Three Months" document
- f. Worship Services:
 - Regularly check and print materials from Communications Document for Weekly Service Content
 - Order of Service for Volunteers and Pastors
 - Maintaining and uploading "Fast Facts" in Planning Center
 - Maintain and Update Hosting Document
 - Schedule room reservations
- g. Care Ministry
 - First Contact for Care Ministry
 - Maintain and schedule for crisis on call calendar
 - Schedule crisis on call in Wave
 - Maintain...complete...upload all applications for financial assistance. Schedule interviews as necessary.
 - First connection for funeral meals...helping with arrangements
- h. Volunteers
 - Maintain database of volunteers for check in
- i. Maintain...evaluate...purchase campus office and worship supplies on a regular basis...including but not limited to...communion bread and cups...coffee and coffee supplies
- j. Promotional / Social Media
 - First contact for campus social and promotional media
 - Maintaining Facebook and Instagram pages...posting photos...answering questions
- k. Regularly attend weekend services
- l. Keep team leaders updated on information for the upcoming weekend services and special events.
- m. Campus Pastor
 - Assist Campus Pastor with scheduling...administrative tasks and duties for upcoming weekend services and special events.
 - Additional assigned tasks as needed
- n. Campus Community Pastor
 - Assist Campus Pastor with scheduling...administrative tasks and duties for upcoming weekend services and special events.
- o. Campus Worship Pastor
 - Assist Campus Pastor with scheduling...administrative tasks and duties for upcoming weekend services and special events.
- p. Finances
 - Maintain and update budgets for Effingham Campus...Guest Experience...Ministry Development...Groups...Pastor budgets...Benevolence and Funeral budgets...Worship budget...College budget
 - Process receipts in Centersuite for mastercard statements

- Reimbursement requests
- q. Oversee the scheduling of events at the Effingham Campus

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
Job Description Approved: DLM (HR Initials)

Date
_____(DH Initials)

Revised 2/26/2020