

Christ Chapel Church

Position Description

Ministry Administrative Assistant – Discipleship

Full Time, 40 Hours

Position Summary:

Reports to:

- Pastor of Discipleship Ministry

Position Summary:

This position provides administrative support to the Discipleship Pastor (Living Hope Department) and his/her ministry teams under their direction. In addition to supporting Living Hope, this person will serve as a part of the support staff of Christ Chapel Church at large, at times assisting with various administrative needs supporting the church at large.

Essential Job Functions:

Ministry Assistant – Living Hope : The Administrative Assistant will support the work of the Pastor of Discipleship Ministry in the areas of large and small groups, Leadership Development, Growth Track Classes, and Next Steps programming by performing general office and clerical work duties such as:

- Schedules and organizes meetings, conferences, connection events, and activities associated with all ministries affiliated under Living Hope.
- Schedules Pastoral Care meetings to include Pre-marriage, Marriage and general spiritual counsel.
- Drafts and responds to email correspondence on behalf of the Discipleship Pastor as directed. Drafts written correspondences or replies by phone or email when necessary. Responds to all requests for information.
- Assists Discipleship Pastor in fostering relationships with Discipleship leaders and those in or looking to be a part of the Discipleship ministry.
- Ensures applicable training and materials for Discipleship leaders are current and ordered.

- Coordinates with the marketing department to ensure that Discipleship opportunities and offerings are kept current on the church website and church social media platforms.
 - Ensures updated messaging is available for Discipleship Social Media platforms.
 - Keep minutes of Discipleship meetings as directed by the Discipleship Pastor.
 - Participate in Organizing Discipleship Ministry Fairs and other connection events under the direction of the Pastor of Discipleship.
 - Prepares, reconciles, and distributes weekly attendance for onsite discipleship groups. This includes recording attendance in the church database, preparing new attendance records for distribution Wednesday and Sunday, preparing deposits of offerings received, and delivering those to the Accounting office.
 - Perform other duties as assigned by the Discipleship Pastor.
 - Works independently and as part of the team on special projects/events.
 - Follows up on New Believer Decisions, Growth Track requests, Baptism requests, and Lifegroup requests from congregation members to ensure enrollment in the Discipleship pathway through the church database (Realm).
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Support Staff – General Responsibilities (10%, 4 Hours) : As a member of the support staff, this person will support the ministry operations of the church office by being willing to participate in the following:

- Act as the church office receptionist, receiving guests and answering phones as needed.
- Other duties as assigned.

Personal Responsibilities:

- Maintain a vital and growing personal walk with the Lord through committed Bible study, prayer, and meditation.
- Maintain proper priorities in your home life.
- Develop personal evangelism opportunities within and outside the church.
- Financially support the work of Christ Chapel Ministries through faithfully tithing and giving to missions.
- If a Ministry Credential holder for the AG, faithfully support the local district ministry network with required tithes, dues, and offerings, according to the General Council of the Assemblies of God.

Core Competencies:

- Must adhere to the Christ Chapel Ministries policies as outlined in the Employee Handbook.
- Proficiency in:
 - MS Office applications such as Excel, PowerPoint, Teams, Outlook, Word, One Note, Teams, and Publisher.
 - Canva
 - Social Media Platforms such as FB and Instagram.
 - Zoom Meetings set up and moderating.
 - Cultural competence.
- Must possess strong character, interpersonal skills, pleasant personality and be able to interact with a high degree of tact, diplomacy, discretion, flexibility and courtesy in gesture and speech.
- Must have ability to communicate effectively and cordially in both verbal and written form.
- Must have ability to maintain confidentiality.
- Must have strong organizational and coordination skills.
- Must be teachable and willing to be held accountable.
- Bilingual English/Spanish would be an asset.