



## Christ Community Church Job Description

**Job Title:** Discipleship and Connections Specialist

**FLSA Status:** Full-Time, Non-Exempt

**Work Days/Hours:** 40 hours per week

Monday-Friday, 8:00 a.m. to 4:30 p.m.

**Weekend Responsibilities:** This position has no regularly scheduled weekend duties and responsibilities. However, weekends may occasionally be required as assigned by the Discipleship Pastor.

**Reports To:** Discipleship Pastor with a dotted reporting line to the Connections and Women's Director.

**MINISTRY PURPOSE:** This position is responsible for supporting and assisting the Discipleship Pastor and the Connections and Women's Director in the advancement of the discipleship and connections with the church. In all duties, tasks, and interactions, this position will seek to advance Christ Community Church's mission of "Growing a Community Passionate for God and His Purposes."

### MINISTRY QUALIFICATIONS:

#### Character:

- A follower of Jesus Christ who is growing spiritually and serving as a leader within the body of Christ.
- Demonstrate a lifestyle and family life that is consistent in word and practice with the teaching of Jesus Christ. Consistently meets and strives to maintain the leadership character qualifications as outlined in 1 Timothy 3 "...above reproach, sober minded, self-controlled, respectable, hospitable, able to teach...filled with gentleness."
- Understand and embrace CCC's Mission, Vision, and Purposes for ministry in accordance with the Evangelical Free Church of America (EFCA) Statement of Faith.
- Possess an inspirational and influential personality who champions the needs of the Equipping Ministry and our growing church community.
- Advance CCC's culture of grace seeking unity in the essentials, charity in the nonessentials, and exalting Christ in all things.

### **Competency – Skills:**

- Possess a high degree of proficiency in word processing, database management, and presentation platforms to include Word, Excel, PowerPoint, Elexio, and Planning Center Online (PCO).
- Giftedness in key areas of administration and organization as identified in SHAPE profile (i.e.: Spiritual gifts, Hearth, Abilities, Personality, and Experience).
- Initiative in both tasks and building relationships in order to support ministry leaders while understanding the balance between productivity and relational care.
- Excellent verbal, written, and interpersonal communication skills.
- Ability to maintain the highest degree of discernment and confidentiality at all times.

### **Chemistry – Relational Abilities:**

- Appreciate the God-given personalities and spiritual giftedness of others exercising both a spirit of discernment and deference.
- Understand the unique discipleship and logistical needs of a growing church community.
- Exceptional degree of discernment, judgment, critical thinking, and problem solving as well as the ability to maintain the highest degree of confidentiality.
- Resolve relational and professional conflicts quickly extending and receiving forgiveness.
- Confidence in making difficult decisions while realizing that people are more important than programs.
- Ability to take calculated and faithful risks for Kingdom advancement and learn from making mistakes.

### **Job Responsibilities:**

#### 1. Connections and Assimilation Ministries

##### *Weekend Services and Follow Up*

- a. Prepare Welcome Bags by updating and printing materials based upon upcoming assimilation events, and ordering items such as business cards, brochures, books, and miscellaneous items.

- b. Ensure ordering, delivery, and placement of hospitality food items for Weekend Services and events.
- c. Ensure volunteer name tags are prepared and available for all Welcome Teams and Volunteers.
- d. Communicate (in-person, via phone, and email) on a weekly basis with Welcome Team Leaders in facilitating the development of the Weekend Master Schedule as reflected in Planning Center Online (PCO). Additional emphasis on communication during holiday weekends is to be expected and all scheduling is to be in coordination with the Connections & Women's Director.
- e. Assist in the coordination of Name Tag Weekend and ensure tables are set-up and adequately supplied at each entrance.
- f. Conduct follow-up phone calls from the Connect Cards received and enter the individual's information into the church-wide database.
- g. Invite guests or new attendees and monitor registrations for next step connection events such as GroupLink, *Purposed for God (P4G)*, and answer and field questions regarding the various ministries at CCC.

*General Administration*

- h. Maintain, reconcile, and retrieve reports from church-wide and volunteer databases.
- i. Assist in the scanning, processing, and uploading of CCC Volunteer Applications into the church-wide database.
- j. Assist in the tracking of 1<sup>st</sup> time guests and their assimilation to CCC.
- k. Collect and maintain receipts to reconcile monthly credit card statements for discipleship, connections, assimilation, and hospitality purchases.

2. Discipleship and Connections Ministries

- a. Ensure excellence in the promotion and production of marketing materials for the various related Discipleship and Connections ministries.
- b. Ensure the accuracy of Discipleship and Connections Ministries events and information on the Trimester Calendar and website.
- c. Assist in the accurate and timely maintenance and updating of the Discipleship and Connections database information and registration lists.
- d. Maintain the Discipleship Pastor's schedule and calendar.
- e. Attend Discipleship and Connections meetings as assigned and take minutes.
- f. Proofread and edit documents as assigned by the Discipleship Pastor and the Connections and Women's Director.

3. Perform other related duties as assigned by the Discipleship Pastor and/or the Connections and Women's Director.

**MINIMUM QUALIFICATIONS:**

**Education:** High School Diploma. Associate's Degree or equivalent credit hours in a related field of study is preferred.

**Experience:** Two (2) years of responsible, directly related work experience in the area of administrative support.

**Skills:** Excellent verbal, written, and interpersonal communication skills. Proficiency using MS Office (Word, Excel, PowerPoint) and the ability to learn new computer programs. Ability to multi-task, organize, prioritize, and meet deadlines. Ability to maintain the highest degree of discernment and confidentiality at all times.

**Physical Requirements:** Periods of time spent sitting, standing, walking, kneeling, bending, and stooping. Mobility to move from one office area to another within the Church campus and to off-Campus locations. Light lifting up to 15 lbs. and light carrying up to 15 lbs. Ability to reach above shoulders, to extend arms, and to reach. Ability to climb a ladder. Manual dexterity sufficient to type, operate general office equipment, and to file. Specific visual acuities to include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

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