



## Christ Community Church Job Description

**Job Title:** Discipleship Ministry Specialist

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

**Work Days/Hours:** Typically, Monday through Friday. 40 hours per week.

**Weekend Responsibilities:** This position has no regularly assigned weekend or evening duties and responsibilities. However, occasional weekends and evenings (up to 10-15 per year) may be required as assigned by the Discipleship Pastor.

**Reports To:** Discipleship Pastor

**MINISTRY PURPOSE:** This position is responsible for assisting the Discipleship Pastor with administrative, tactical, and technical duties relating to the Discipleship Ministry and in uplifting Christ Community Church's mission of *"Helping All People Find Freedom in Following Jesus."*

### **MINISTRY QUALIFICATIONS:**

Character:

- A mature follower of Jesus Christ who is actively growing spiritually and enjoys 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.
- Understand and embrace CCC's Mission, Vision, and Purposes for ministry in accordance with the Evangelical Free Church of America (EFCA) Statement of Faith.
- Advance CCC's culture of grace—seeking unity in the essentials, charity in the nonessentials, and exalting Christ in all things.

Competency – Skills:

- Self-starter who takes initiative both in task and building relationships.
- Proficient in database management, report production, and analysis.
- Proficient in using Microsoft Office programs and other online platforms.
- Ability to learn new computer-based systems.
- Exceptional written, verbal, and interpersonal communication skills.
- Exceptional degree of discernment, judgment, critical thinking, problem solving, and the ability to maintain the highest degree of confidentiality at all times.

## Chemistry – Relational Abilities:

- Appreciate the God-given personalities and spiritual giftedness of others and lead individuals to a genuine sense of belonging, involvement, and connection to the CCC family.
- Resolve relational and professional conflicts—quickly extending and receiving forgiveness.
- Confidence in making difficult decisions while realizing that people are more important than programs.

## **Job Responsibilities:**

### *1. Planning Center Online (PCO)*

- a. Group set-up and database maintenance.
- b. Tracking group attendance.
- c. Interest Group workflows.
- d. Submitting room reservations and event requests.
- e. Event Initiation Form (EIF) submissions.

### *2. Group Curriculum*

- a. Communicate with group leaders regarding curriculum choices.
- b. Order and distribute curriculum.
- c. Document all curriculum purchases.
- d. Track and maintain an inventory of curriculum on-hand.
- e. Prepare and submit reimbursement requests to the Finance Director.

### *3. Church Membership Class*

- a. Track registrations and follow up with those who registered.
- b. Print materials and resources.
- c. Assist with food/beverage purchases and preparations for lunches.
- d. Prepare and assist with follow-up conversations for those pursuing membership.

### *4. Baptism*

- a. Track and follow up with all who inquired about baptism.
- b. Submit EIF for baptism and baptism class.
- c. Ensure the baptism volunteer has communicated with each baptism candidate and is prepared to walk with them on the baptism date.
- d. Verify adequate amounts of t-shirts and robes are available.
- e. After baptism, collect robes to wash/dry and return to proper location.
- f. Update and maintain baptism datasheet.

### *5. Childcare*

- a. Recruit, recommend, train, and assist in the supervision of a small team of Childcare Providers as Independent Contractors.

- b. Ensure childcare is provided in accordance with childcare policies, mandates, and required ratios.
- c. Maintain, manage, and distribute the monthly Childcare Provider schedule in a timely manner.
- d. Maintain an accurate record of the number of hours worked each week by individual Childcare Provider and submit the detailed spreadsheet in a timely manner to the Finance Director for payroll processing by the designated bi-weekly dates.

*6. Printing and Promotional Needs*

- a. Coordinate with the Communications Director regarding promotional needs.
- b. Ensure all promotional resources are purchased and available as needed.
- c. Print and copy discipleship materials.

*7. Miscellaneous Administrative and Clerical Support*

- a. Receive and make calls, send and respond to emails, calendar and schedule meetings, perform data entry, file maintenance, and database management.
- b. Track ministry-related purchases and submit Reimbursement Forms.
- c. Set-up of rooms for trainings and meetings including the necessary resources, supplies, and materials.

*8. Collaborate with the Women's Ministry Lead Volunteer*

- a. Ensure rooms are set-up with group's resources, supplies, materials, etc.
- b. Verify Group Leaders are taking attendance in PCO.
- c. Assist in ensuring that Women's events are planned well in advance
- d. Facilitate communication and the effective flow of information between the Women's Ministry Lead Volunteer and the Discipleship Pastor

*9. Perform other related duties as assigned by the Discipleship Pastor.*

**Minimum Qualifications:**

**Education:** High School Diploma. Some college coursework preferred.

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

**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.

01-13-2023 kdelk