



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 and technical duties relating to the Discipleship Ministry while 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 main 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. Track group attendance.
- c. Follow-up on discipleship ministry workflows.
- d. Submit room reservations and event requests.
- e. Maintain proficiency in PCO operations through regular training.

2. Discipleship Ministry Groups

- 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 Finance.
- f. Ensure Group Leaders are taking attendance in PCO.
- g. Consolidate weekly group attendance on Google spreadsheet.
- h. Manage Group Updates as they are received.
- i. Manage Group Launch two times a year.
- j. Maintain the Group Life Table and ensure it is stocked for each weekend.

3. Discover CCC 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 the Discipleship Pastor with scheduling membership conversations for those pursuing membership.
- e. Scan and upload membership applications and SHAPE Profiles into PCO and update status to member.
- f. Follow-up with class attenders to assess their SHAPE and determine their best ministry placement.

4. Baptism

- a. Track and follow-up with those who have expressed an interest in baptism.
- b. Submit Event Information Form (EIF) for baptism and baptism class.

- c. Prepare room and materials for baptism class.
- d. Collaborate with the facilities manager for set up and tear down of baptismal tank.
- e. Verify that adequate number of t-shirts and robes are available.
- f. Prepare baptism bag with t-shirt, certificate, and Starting Point booklet.
- g. After baptism, collect robes to wash/dry and return to proper location.
- h. Update and maintain baptism datasheet.
- i. Create individual baptism videos and send link to those baptized.

5. *Childcare*

- a. Assist in the supervision of the part-time Childcare Coordinator to ensure childcare-related duties, responsibilities, and tasks are completed in a timely, effective, and acceptable manner.
- b. Ensure timesheets are submitted by the dates indicated on our bi-weekly payroll schedule.
- c. Review hours worked by our part-time Childcare Coordinator and Independent Contractor Childcare Providers.
- d. Submit request for payment through Approval Max.

6. *Printing and Promotional Needs*

- a. Collaborate with the Communications Director for review of the Discipleship Ministry's promotional needs.
- b. Ensure all promotional resources are purchased and available as needed.
- c. Copy and print Discipleship Ministry 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 payments/reimbursements.
- c. Set-up of rooms for trainings and meetings including the necessary resources, supplies, and materials.

8. *Collaborate with the Women's, Men's, and Senior's Ministry Lead Volunteers*

- a. Ensure Ministry Lead Volunteers take ownership for executing their ministry-related initiatives with the prior approval of the Discipleship Pastor.
- b. Facilitate advance planning, event requests, room requests, room set-up and tear down, budgeting, promotion, resources, etc.
- c. Enable the effective communication and the flow of information between the Ministry Lead Volunteers 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 administrative support experience. Some experience supervising others is preferred.

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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