



Job Description

Position: Discipleship Ministry Assistant

Status: Regular, Full-Time, Hourly

Area(s): Discipleship

Reports to: Adult Ministries Pastor

Salary Range: \$33K-\$37K, Based on experience level

Ministry Objective:

- The Discipleship Ministry Assistant provides administrative support to pastors and ministry directors in the areas of: Adults, Students, Children, and Special Needs, allowing them deeper involvement in teaching and shepherding. Support includes: attendance tracking and reporting; curriculum ordering; meeting scheduling, agendas and minutes; managing events and event registration; ministry area communication; expense receipt management; and timesheet management.

Qualifications:

- Agreement with RCCC doctrinal statement, vision, philosophy of ministry, and Constitution & Bylaws and consistently behave in a manner congruent with those beliefs
- We are a part of the Southern Baptist Convention so employees must be in agreement with the 2000 Baptist Faith and Message (<http://www.sbc.net/bfm2000/bfm2000.asp>).
- Demonstrates spiritual and personal maturity/integrity
- Strong devotional life and commitment to prayer and an established pattern of church involvement
- There are no known sin issues that would spiritually hinder the candidate from fully participating in the work of the Gospel, or representing Christ and Richland Creek well (e.g., pre-marital or extra-marital relationships, pornography, drugs or alcohol).
- Commitment to personal growth in RCCC's vision and goals, and lead others to commit to them
- Professional, self-motivated, adaptable, flexible, and organized
- Ability to handle, organize, and facilitate multiple projects in a short time window
- Ability to identify, raise-up, equip, and work with volunteers
- Candidate will have the following experience / skills:
 - Intermediate to expert-level experience with MS Word
 - Familiarity with MS Excel (formulas) and PowerPoint
 - Excellent written, verbal, and interpersonal communication skills
 - Experience maintaining the confidentiality of sensitive information supporting pastoral leadership

Position Direct Responsibilities:

- Child safety monitoring – program management to include policy adherence, tracking participation, and training.
- Maintain and validate attendance in church database for all discipleship events and weekly gatherings, including first time guest attendance
- Generate church database reporting for all discipleship events and weekly gatherings
- Responsible for all life group church database maintenance
- Order and maintain discipleship ministry curriculum
- Schedule all discipleship team meetings, recording agenda and minutes
- Facilitate registration and management (logistics, scheduling, etc.) of all age-graded discipleship events (Seniors’ luncheon, VBS, DNOW, major men and women’s ministry events, major discipleship conferences)
- Assist with volunteer recruitment
- Assist in ministry area communication, including email and social media
- Maintain church calendar for all discipleship ministry activities
- Prepare and communicate all ministry requests to the Communication Team
- Prepare ministry-wide informational handouts
- Coordinate planning of summer discipleship interns
- Responsible for life group visitor card management (inventory and room stocking)
- Responsible for all discipleship ministry signage
- Perform expense receipt, timesheet, and travel management for Discipleship Pastors
- Stay abreast of church-wide activities and website information to answer questions from others

Requirements:

- Clear, or successfully mitigated criminal background check and credit check
- A social media review to check for consistency with Creek policies, goals, and culture
- Imminent (within 90 days of signing this agreement) or existing RCCC church member
- Able to work on-site and special events as necessary

Work Schedule:

- Regular office hours to be determined in conjunction with your Supervisor
- There will be times where ministry and leadership take place outside of “normal” working hours; vision development and people take priority over tasks.
- The Discipleship Ministry Assistant will be expected to manage their time well by prioritizing their ministry, time, people, and tasks and will be held accountable for doing so by the Adult Ministries Pastor.

Other Responsibilities:

- Attend staff outings, events and training as requested
- Attend monthly meetings with the Discipleship Team
- Be available to share personal gifts and talents in all areas of the church ministry as needed by church staff and body
- Strive to maintain unity and a holistic ministry approach in conjunction with the pastoral team and overall church goals