

# OPPORTUNITY PROFILE

## Adult Ministry Administrator

rockpoint.church



## HISTORY

In 1968 ten families took a leap of faith and began praying over their shared dream of establishing a church in the northeast suburbs. They began meeting for worship at an elementary school in 1969. Lakewood Evangelical Free Church was officially chartered by the State of Minnesota and formally recognized as part of the Evangelical Free Church of America in 1972. A search for a permanent home resulted in the construction of a portion of our former facility, which was completed in the spring of 1973.

As Lakewood's people lived out their commitment to minister to the surrounding community, the congregation experienced significant growth during the 1980's. Space was proving to be inadequate for the quality ministries the church sought to provide. The decision was made to expand the facility to accommodate the additional growth that was anticipated. Phase I of a new addition was completed in 1986. When it came time to consider the second phase, it became apparent that the current site was too small.

If Lakewood was to continue to expand its ministry and enlarge its impact on the surrounding community, a new location was needed. Recognizing the future need, the faithful people of Lakewood voted in 1996 to purchase 108 acres of land and relocate to a larger property in Lake Elmo. Through the prayers and sacrificial giving of the people of Lakewood, God miraculously provided the \$1 million needed to purchase the land. After many years of working with the city, our new facility was completed and our first Sunday was held in July of 2007. The church also changed our name from Lakewood Evangelical Free Church to Rockpoint Church prior to our move so that we would be ready to launch our ministry into a new region.

Countless prayers and sacrificial giving of time, talents and treasures has been a rich history of our church. Based on God's faithfulness in our past, our humble dependence on Him, our leadership has felt the prompting of the Holy Spirit to pursue a new work of God locally and globally. As we now embark on the future of Rockpoint with God's vision, we believe that God will do a new and fresh work in the lives of each person, our community, the Northeast Metro area of the Twin Cities, our nation and around the World.

We invite you to visit the church web site [www.rockpoint.church](http://www.rockpoint.church) where you will find more information about Rockpoint Church. Our Mission is to Multiple Disciples through a Healthy Church. Our Discipleship Model is to help people move from knowing Jesus, to grow in Him and help others do the same.

## GOVERNANCE

Rockpoint Church is part of the Evangelical Free Church of America. We are congregationally led. What that means for us is that we bring before the church membership the following items for approval by majority: The annual budget, placement of Senior Pastor, Elders, Deacons and, according to our by-laws, the sale of properties. Our Elder Board are made up of men only.

Both men and women serve on the Deacon Board.

The Senior Pastor is a voting member of the Elder Board and is accountable to the Elders of the Church. Based on our newly adopted governance, the Executive Pastor serves as a non-voting member of the Elder Board and oversees all of the staff. He directly reports to the Senior Pastor. Our Elder Board is responsible for the overall direction and spiritual life of the church however, once the vision and direction are established, Board allows the Pastoral staff, under the direction of the Senior and Executive Pastor to implement the vision.

## **SUMMARY**

The purpose of this position is to provide administrative support to the Rockpoint Adult Ministry Team (Adults Pastor, Women's Director & Faith Community nurse) so they can help adults and families within Rockpoint, and the surrounding community grow in their love of God and go love their neighbor. As a servant leader, this person is expected to model Christian love, character, grace, and spiritual maturity. They must be ready to provide a reason for the hope they have in trusting Jesus by His grace; be growing in Jesus' life and word; and be going and helping others do the same as we seek to multiply disciples in a healthy church.

## **WHAT WILL YOU DO IN THIS ROLE?**

- Ministry & Event Coordination – Serving adult staff with on-going ministry coordination & programmatic responsibilities (shifting of hours to prioritize events) for Adult, Men, & Women Events, Big event preparation, Retreat coordination (registration, check in, etc), Leader meetings.
- Adult Ministry Lay Leaders – Serving lay leaders with administrative support.
- Communication – Communication: Inputting and managing adult ministries use of PCO; Overseeing event photography; Supporting program promotion; Coordinating and planning adult ministry social media, website updating and graphics following the comm's department designer guide.
- Calendar – Updating program calendars, managing short-term and long-term events, adding pastoral and church staff events to a shared calendar.
- Administration – Program needs / shopping / announcement slides / leader binders / office support / room requests / mail delivery / photocopying / nametags / etc.
- Financial – handle deposits, check requests, & help maintain historical data on event costs and scope

## **WHAT DO YOU NEED TO EXCEL IN THIS ROLE?**

- Previous experience serving on staff in a local church ministry—understands church ministry.
- Graciously interacts with adult team members & adult lay leaders with the purpose of serving.
- Understanding that ministry is always “adjusting and changing” requiring flexibility.
- Communicate clearly and quickly.

- Manages time and prioritizes assignments with a bias for detail.
- Ability to carry confidentiality with a mature sense of responsibility.
- Ability to anticipate and take initiative on events and projects.
- Strong computer proficiency with MS Office, PCO, social media, email, text, etc.
- Help create a joyful and fun work environment.

## **REPORTS TO**

- Kevin Block, Adult Ministry Pastor

## **HOURS & COMPENSATION**

- 32 hours/week. Hourly rates will be commensurate with experience based on fair market value of position. Salary commensurate with experience based on fair market value of position.

