

Job Description

Administrative Assistant II, Guest Services

Reports to: Director, Guest Services
FLSA status: Hourly (non-exempt)
Hours per week: 40 hours, Full-Time (Sundays are a required portion of work week)
Campus: Melbourne

This position supports the Director of Guest Services and areas under their oversight.

Win, Disciple, Send: For I am not ashamed of the gospel, because it is the power of God that brings salvation to everyone who believes...Romans 1:16

JOB REQUIREMENTS:

ADMINISTRATIVE:

- Culture – This is a critical component. As an employee, we expect you to conduct yourself in a manner that reinforces the core values and mission of Calvary Chapel
- Represent Guest Services at CCM
- Calendar – coordinate all yearly events on Guest Services Director’s calendar
- Support all Ministries under Guest Services Director’s supervision
- Prepare ERFs for all events
- Complete all event associated forms indicating support required from other ministries
- Request all graphics needed for announcements in: Facebook, News & Events, Preshow, Info Center screens
- Reserve all rooms, equipment, tables, chairs, etc. for all events, meetings, socials for all Ministries: Guest Services, N2C, Discipleship – Starting Point, Altar Counseling, Prayer Walks, etc.
- Coordinate room reservations with the Print Shop and with the Worship team and other ministries as needed
- Prepare sign-up sheets for Guest Services coverage at special services and events
- Prepare Purchase Requisitions for supplies for ministries and special events: Christmas, Easter, Bibles, Communion items, Christmas Eve glow sticks, giveaways, miscellaneous items
- Print approved fiscal year budgets and Y-T-D variance reports via SHELBY program for Director
- Perform weekly rounds to replenish items in sanctuary, Connecting Point, N2C, Altar Counseling, Information Center, Cafeteria, Commons (*For we are His workmanship, created in Christ Jesus for good works, which God prepared beforehand so that we would walk in them. Ephesians 2:10*)
- Maintain the Ministry Platform database updates for all ministries
- Communicate event statuses/needs via basecamp database once ERFs are approved and entered; after event completion, close out the events to be archived
- Prepare all required forms for events, purchase, cost transfers: ERFs, Print Shop requests, Spotlight tables, Purchase Requisitions
- Send monthly emails to Guest Services team detailing month’s activities, rooms events, etc.
- Keep inventory and replenish all supplies used by each ministry: Bibles, communion items, glow sticks, tithe envelopes, notes paper, water, snacks, paper/plastic supplies, giveaways, etc.
- Prepare communion as requested by various ministries and special events: i.e.: Thanksgiving, Easter, Youth, Spanish services, special meetings, etc.

- Schedule, notify, and be available for Staff Communion and Prayer
- Prepare HUB for monthly communion preparations; maintain supplies up to date (*But everything should be done in a fitting and orderly way. 1 Corinthians 14:40*)
- Maintain the Lost & Found at the Guest Services booth; give usable and unclaimed items to Outreach
- Distribute church-wide items given to church attendees: bracelets, bumper stickers, flyers
- Support Viera and Sebastian campuses with items needed: Bibles, communion items, glow sticks, N2C items
- Prepare Helpdesk tickets for any support needed from other departments: IT, custodial, maintenance

INFORMATION CENTER-COMMONS

- Representing Guest Services before and After services at the Info Center booth by answering questions, dispersing giveaways, flyers: help folks sign up for different classes and events (*Let your conversation be always full of grace, seasoned with salt, so that you may know how to answer everyone. Colossians 4:6*)
- Receive or return items in the lost and found
- Contact ministries for replenishment of informational flyers
- Follow-up with misc. requests that arise during service(s)

GUEST SERVICES MINISTRY

- Attend pre-service team meetings – provide copies of Worksheets/Announcements
- Support all Teams’ Directors & Coordinators as needed with their teams, new volunteers, socials, meetings, etc. (*Since you are eager to have spiritual gifts, try to excel in gifts that build up the church. 1 Corinthians 14:12*)
- Volunteer Program
 - Coordinate events: Open house, socials, trainings, meetings
 - Process approved volunteers: coordinate orientation sessions, volunteer badges; assign volunteers to teams; add/remove volunteers from M.P database; maintain up-to-date rosters for all teams (GS, WT, N2C)
 - Coordinate Volunteer refreshments with the Café
 - Coordinate Appreciation Meals menus with the Café
 - Communicate meal schedules and menus with Ministry leaders, HR, Volunteer Program Director, GS Teams
- Via monthly notes, inform Team leaders of monthly baby dedications, badge photo dates, upcoming events, etc.
- Coordinate volunteer team that prepares communion for services.

NEW2CALVARY MINISTRY

- Weekly prep N2C room for weekend services to receive first time CCM visitors
- Maintain inventory of all supplies and giveaways; order supplies as required
- Process approved volunteers: volunteer badges, assign volunteers to teams; add/remove volunteers from M.P database
- Send monthly reminders to Pastors covering N2C after the services
- Prep communion for every first Wednesday of the month in N2C
- Order all supplies for N2C
- Enter weekly visitors into database; maintain metrics up-to-date
- Organize / schedule volunteers to prepare gift packs

DISCIPLESHIP – STARTING POINT

- Setup all S.P. series dates in Ministry Platform database
- Ensure class materials are printed and available
- Prepare kiosks for attendee registration each week
- Reserve all rooms required for the classes
- Via Signup Genius send invites to Facilitators, Worship team, Tech team to sign up for the upcoming series coverages
- Coordinate and setup graduation launch potlucks at the end of each series
- Order God’s promises books for graduates
- Provide updated S.P. series attendance status from M.P. registrations as requested

ALTAR COUNSELING

- Coordinate all activities as requested: Open houses, socials
- Order New Believers’ Bibles, flyers, labels, books and other items as needed

DEAF MINISTRY

- Provide support as needed

PRAYER WALKS

- Prepare ERFs and reserve parking lot
- Assemble and disassemble all items needed to conduct prayer walks: equipment, flyers, prayer request sheets

MYCALVARY:

- Input data from connection cards into MP (*So let’s not get tired of doing what is good. At just the right time we will reap a harvest of blessing if we don’t give up. Galatians 6:9*)
- Ability to pull reports on MyCalvary attendance
- Ensures follow up emails are sent to attendees of MyCalvary
- Scheduling of facilitators and volunteers (*Let each of you look not only to his own interests, but also to the interests of others. Philippians 2:4*)
- Coordinating food with the café
- Room reservations (*But everything should be done in a fitting and orderly way. 1 Corinthians 14:40*)
- Ensures class materials are prepared for MyCalvary

SKILLS:

- Know and effectively use a computer
- Know and effectively use Basecamp and Ministry Platform
- Know and effectively use Microsoft Office Suite: Word, Excel, PowerPoint, Outlook, Publisher
- Ability to pray with others with little notice (*Therefore encourage one another and build each other up, just as in fact you are doing. 1 Thessalonians 5:11*)

OTHER QUALIFICATIONS:

- Calvary Chapel must be your home church and consider Pastor Mark your senior pastor

- Demonstrate a personal relationship with Jesus through spiritual and moral integrity (*If you declare with your mouth, "Jesus is Lord," and believe in your heart that God raised him from the dead, you will be saved. For it is with your heart that you believe and are justified, and it is with your mouth that you profess your faith and are saved. Romans 10:9-10*)
- Fruit of the Spirit is consistently displayed in your life (*But the fruit of the Spirit is love, joy, peace, forbearance, kindness, goodness, faithfulness, gentleness and self-control. Against such things there is no law. Galatians 5:22-23*)
- Be a reflection of God's love to colleagues and visitors (*A new command I give you: Love one another. As I have loved you, so you must love one another. By this everyone will know that you are my disciples, if you love one another. John 13:34-35*)
- Mature, ongoing relationship with Christ and regularly attend church service (*Let us not give up meeting together, as some are in the habit of doing, but encouraging one another—and all the more as you see the Day approaching. Hebrews 10:25*)
- Servant-heart and optimistic attitude (Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves... Philippians 2:3)
- A dependable team player who understands unity and works well with people (Make every effort to keep the unity of the Spirit through the bond of peace. Ephesians 4:3)
- Ability to set boundaries to limit non-work-related communication
- Ability to stay within the parameters of the job description when on the clock
- Ability to maintain confidentiality of information (*Those who guard their mouths and their tongues keep themselves from calamity. Proverbs 21:23*)
- Flexibility and ability to work with volunteers and people on staff (*Make every effort to live in peace with everyone and be holy Hebrews 12:14*)
- Organized, ongoing learner
- Self-starting— can work with little supervision or direction (*We are sure that we have a clear conscience and desire to live honorably in every way. (Hebrews 13:18)*)

WIN a person to Jesus Christ - New converts bring excitement and infuse freshness into a body. He said to them, "Go into all the world and preach the good news to all creation." Mark 16:15

DISCIPLE a person in Jesus Christ - Equipping believers gets them grounded in the Word. During this disciplining process, the person is being conformed to be like Jesus Christ. God has left all believers here on earth so that the Holy Spirit might indwell and empower them:

- To think like Jesus thought.....Mind of Christ
- To minister like Jesus did.....Works or Ministry of Christ
- To be like Jesus.....Character of Christ

"Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you." Matthew 28:19-20

SEND a person for Jesus Christ - The world is in darkness and surviving without hope. Christians have been called to go and bring light and hope to these hurting people. We must have the compassion of Jesus.

"But you will receive power when the Holy Spirit comes on you; and you will be my witnesses in Jerusalem and in all Judea and Samaria, and to the ends of the earth." Acts 1:8

Core Commitments

If you have made a decision to follow Christ, then the 5 C's are your roadmap to an exciting walk with God! They are the key elements we find in Scripture that helped the disciples turn their world upside down! And for that reason, they're the heart and soul of who we are at CCM.

COMMIT

Be a growing follower of Christ. A committed Christ follower no longer leads his life; he chooses to follow God in full obedience to Him.

CELEBRATE

Live the fulfilling lifestyle. Here at CCM we celebrate our new life in Christ 24/7! He knows us by name, He forgives all our sins, He directs our steps, He gives us the power and desire to live for Him.

CONNECT

To others in personal vibrant relationships.

COMMUNICATE

Share the good news to everyone everywhere. Jesus said, "Go into all the world and preach the good news to all creation."

CONTRIBUTE

Your time, passion, talents and possessions. God's work on earth is accomplished by Christ followers who give what they have to bless others.