

Community Alliance Church

Size: 1,100+ in attendance in 2 Sunday morning services

Position: Part-time Administrative Assistant for Adult Ministries

Hours: Approximately 24 hours per week

Community Alliance is a Christian and Missionary Alliance church. Sunday morning worship is contemporary and lively. The adult ministries department's vision is to be passionately committed to the priority of making disciples, to understand and live the vision of moving people from unsaved to fully-devoted Christian servant leaders. This vision is accomplished by staying closely connected to both existing and emerging leaders, assuring they are encouraged, well resourced, supported, and organized in order to experience personal growth as well as assist others in experiencing spiritual growth.

The role of the Administrative Assistant for Adult Ministries therefore is to keep lines of communication open and clear. To assure that the broadening structure of leadership, especially of volunteers, is well organized to facilitate the above. Since Adult ministries is rooted in the broader ministries of CAC, a key responsibility is to communicate with other leaders and support staff assuring that any initiative benefits the church as a whole. This requires communication with other leaders and support staff. It means assuring that ample time for preparation and input are secured to avoid potential conflicts. The goal is for the entire church to celebrate each win from children to seniors.

Characteristics and Key Competencies

- Passionate desire to know Christ and a core belief that prayer and reliance on the Holy Spirit are absolutely essential for successful ministry
- A heart to serve evidenced by a history of volunteering in the ministry and working well with other volunteers
- Ability to identify strengths and skills of volunteers to help them find a good fit in the ministry
- Attentive to detail and comfortable working through a list of tasks
- Able to prioritize which tasks are most important in accomplishing the mission of Adult Ministries
- Desire to delegate responsibilities to volunteers who would enjoy an opportunity to serve
- Flexible and intuitive in working with volunteers.
- Media savvy – competent in use of MS Office, able either use or find people who are able to use media to support the ministry. This does not mean knowing how to edit or produce videos but it does mean being aware of people who are good sources for getting the job done effectively as it relates to media

Responsibilities: Life Groups

- Manage all Life Groups through church management software
- Track all leaders and attenders of all Life Groups
 - Maintain list of all current Life Groups and Ministries
 - Maintain current Life Group and other ministries attendance and run weekly reports showing attendance
 - Contact leaders and participants by phone and email when necessary in order to ensure attendance is up-to-date
 - Contact leaders and participants to clarify or communicate information when necessary
- Available to help facilitate Life Group events during the evenings and on weekends
- Schedule room reservations using EMS Lite software for every Life Group that meets in the building
- Assure onsite Life Groups have appropriate materials each Sunday morning
- Order curriculum (Books, DVD, etc.) for all Life Groups
- Organize, facilitate, coordinate, place and track all book sales for Life Groups on an ongoing basis

- Organize and schedule childcare volunteers for all training events and meetings including all onsite Life Groups

Responsibilities: Café

- Schedule café workers for Sunday mornings and other events
- Order donuts for café weekly and for special events
- Check café supplies weekly and ensure all needed supplies are available

Responsibilities: Administrative

- Meet weekly with Pastor of Adult Ministries and Discipleship and other project supervisors
- Maintain calendar of events and communicate to volunteers and leaders any changes or updates (Including but not limited to the following)
 - Leadership training events – including both Life Group events and other events
 - Special men's or women's ministry events
 - Life Group and other ministry events
- Use EMS Lite to schedule all room reservations needed for the events above
- Complete "Promo" forms for each Life Group or Adult Ministries event in order to coordinate publicity throughout the church
- Organize and schedule volunteers for events and meetings including Life Groups, training events and other adult ministries events
- Reconcile various credit card receipts to ensure proper accounting of expenses
- Fill out monthly excel reimbursement sheets for a variety of credit cards each month
- Assist other administrative assistants when necessary to complete important, time sensitive projects