



**Ridge Point Community Church exists to
Follow *Jesus* and
Fearlessly Make Him Known**

Position Description

Title: Community Life Ministry Assistant

Salary Level: IX

Leadership Development: Participant

Reports To: The Community Life Ministry Assistant will report to the Community Life Pastor.

Function: The Community Life Ministry Assistant assists the Community Life Pastor and supports the Community Life Ministry by completing administrative duties and coordinating logistical details for events and projects.

Hours 32 hours per week, may include evening and/or weekend hours

Responsibilities

- Serve as primary contact to Ridge Point Community Church for Community Life questions.
- Work with Community Life staff to execute logistical aspects of meetings and events including reservations, communications, registration information, speakers, supplies, etc.
- Gather and track Community Life member demographic information in church database (Church Community Builder) and provide reports to church staff as needed.
- Prepare event/meeting budget, coordination of purchases, and processing invoices/receipts for reimbursement.
- Receive, monitor and evaluate registrations. Communicate with participants and supply necessary information before, during, and/or after the event, as needed.
- Assist Community Life Pastor with logistical and administrative duties such as: scheduling appointments and meetings, follow-up, email, etc.
- Track proper processing of internal communication regarding Community Life room reservations, calendars, reimbursements, invoices, timecards, etc.
- Monitor and track budget expenditures and assist with annual budget/strategic planning process.
- Help communicate Community Life Ministry information to our faith community, our network churches, staff and/or external partners via website, printed and/or electronic delivery methods.
- Perform a variety of special projects and participate in internal task teams as required.

Qualifications:

Character

- A personal relationship with Jesus Christ that results in a life lived in obedience to the will of God as described in the Word of God, evident by spiritual fruit and the desire to grow in the Lord.
- Is supportive and loyal to staff members, volunteers, and the faith community.
- Demonstrated ability and commitment to actively share the Gospel with lost people.
- Genuine servant-hood, faith-centeredness, and spiritual maturity.
- Spiritual gifts of administration, helps and hospitality.

Chemistry

- Expresses flexibility, cooperation and teach-ability.
- Self-directed; team-oriented; loyal.
- Beliefs consistent with Ridge Point's "Statement of Belief".

Competency

- Demonstrated ability to healthfully encourage and show hospitality to volunteer leaders, promoting their spiritual growth and furthering the ministry of the church.

- Strong logistical skills (attention to detail, ability to manage and prioritize multiple tasks concurrently, and objectively apply problem-solving skills).
- Strong organizational and technological abilities (specifically using MS Office)
- Excellent communication and listening skills – ability to consistently encourage and support others.
- Equip and empower based on Ephesians 4:11-13.

Experience

- Preferred two years' experience in church ministry.
- Preferred two years of proven ability to develop, lead, and motivate volunteer teams.
- Member or willing to become a member of Ridge Point Church within 6 months of employment.

Having reviewed this position description, I agree that it accurately reflects my new responsibilities and understand my next performance review will be based on the above criteria.

Signature _____

Date _____