**Position Title: Assistant Director of Care Department: Clergy**

**Reports to:** **Campus Pastor** **Campus: Perrysburg**

**Average Hours per Week: 15 Hourly**

**Position Summary:**

The Assistant Director of Care is responsible for helping care for the people of the Perrysburg Campus during the most important times of their life.

**Position Responsibilities:**

* Complete rock connections for wedding inquiries
* Complete initial meetings for couples wanting a CedarCreek officiant
* Complete pastoral summary for initial meetings for couples wanting a CedarCreek officiant
* Available for weddings, funerals, and hospital visits
* Connect with guests on Sunday morning services
* Attend weekly campus staff meeting
* Attend monthly all staff meeting
* Attend 4 prayer nights a year
* Serve at DreamTeam Celebration and DreamTeam Launch

**Position Requirements:**

* Being a tithing Missional Member in good standing at CedarCreek Church
* Attendance at a weekend service and in a Group or on the DreamTeam
* Modeling and championing the Mission, Vision, and Core Values of CedarCreek Church
* Honoring the CedarCreek Church Staff 10 Points of Accountability
* Any additional requirements set by the Direct Report
* Additional requirements (education, certifications, etc.)

**Accountabilities:**

The Positionwill also hold accountable for the following:

* Ensuring that Church, Campus, and Ministry values are upheld personally and among volunteers.
* Maintaining good fiscal responsibility, stewarding resources with excellence.
* Maintaining unity with the NextSteps Team, across all Campuses and Ministry Areas
* Maintaining a positive mental attitude regarding the Church and its leaders, and next steps in the presence of guests, staff and volunteers at all times.

**Disclaimer:**

Nothing in this job description restricts the right of the Position’s Direct Report to assign or reassign duties and responsibilities to this job at any time. This is an at-will position and can be terminated at any time.

**ADA List for Physical Activities and Requirements, Visual Acuity, and Working Conditions of the Position:**

* **Kneeling.** Bending legs at knee to come to a rest on knee or knees.
* **Standing.** Particularly for sustained periods of time.
* **Walking.** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
* **Pulling.** Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
* **Talking.** Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
* **Hearing.** Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.

**Physical requirements of this position.**

* **Light work.** Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.

**The visual acuity requirements including color, depth perception, and field vision.**

* The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.

**The conditions the worker will be subject to in this position.** The worker is subject to environmental conditions. Protection from weather conditions but not necessarily from temperature changes.

* None. The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work.)