**CedarCreek Campus Pastor Administrator**

#### ADMINISTRATION TEAM’S GUIDING SCRIPTURE

Romans 12:4-7, “Just as our bodies have many parts and each part has a special function, so it is with Christ’s body. We are many parts of one body, and we all belong to each other. In his grace, God has given us different gifts for doing certain things well. So if God has given you the ability to prophesy, speak out with as much faith as God has given you. If your gift is serving others, serve them well.”

#### TEAM VISION

This team is passionate about using their gifts of administration and organization to promote efficiency and excellence at CedarCreek. Each administrative role is tied to meaningful ministry that is making a difference in people’s lives. Admin team members use their gifting in a variety of ministry areas to provide systems support, logistics, data entry, mailer and/or sign preparation, general administrative prep and support for the weekend, and more.

**HOW WE DO THIS:**

We let the G.U.E.S.T. principles guide every opportunity and interaction as a team and with guests (even if our role is more behind the scenes!):

* God’s Heart – we want those we serve to know they matter to God and to us
* Upbeat – we are fun, positive people
* Excellence – our attention to detail shows we care
* Seize Wow Opportunities – we look for ways to serve the overall ministry beyond just the task at hand
* Take a Next Step – we are always looking for opportunities to help guests and/or team members take a next step.

OUR TEAM ROLE:

As a part of this team, we enjoy providing support and structure to a variety of administrative tasks in collaboration with the ministry director, Coordinator

SCHEDULE

The schedule for this role offers flexible weekday opportunities as well as weekend support as needed.

**TEAM RESPONSIBILITIES**

* The role of a Campus Pastor Administrator is to provide support and structure to administrative tasks including but not limited to planning, scheduling, ordering supplies, communicating with teams and reporting details back to the Campus Pastor.
* Administration teams make a behind the scenes difference by using CedarCreek’s selected software systems to contribute toward the efficiency of completion of tasks assigned. This most often includes Rock and/or Planning Center.
* Communication is crucial for building community and carrying out effective ministry, so please let your Campus Pastor know your availability to serve, or if you aren’t able to serve for a scheduled or prearranged time.
* Prepare in prayer. Pray for God’s heart for people each and every time you serve. Ask God how you can use your gifts and talents to support the mission of CedarCreek, for the Lord to use you today, and how you can most authentically demonstrate His love.
* Serve with heart, commitment and excellence. We want you serving in your gifts and passions; in ministry that is an overflow of love and enjoyable to you. If this ministry is not a fit, if you would like to investigate a new ministry team or if you need a break from serving for a season, do not hesitate to let your Team Leader know. This is why they are here - to walk through life with you!

TEAM RESULTS   
Administrative support is vital because it provides a key piece of the support structure needed to execute weekend service and events that shows guests that they matter to us and they matter to God.