

CedarCreek Church – Job Description

Position: Ministries Assistant
Reports to: Project Manager of Ministries

Department: Ministries
Campus: Central Support

Position Summary:

The Ministries Assistant is responsible for providing data entry and support, while helping managed workflow and communication between Ministries, Central Support, and other teams in order to help meet and exceed the Vision, Values and Standards of CedarCreek Church in the Ministries Department.

Position Responsibilities:

- Vision, Values and Standards - Implementing the Vision, Values and Standards of CedarCreek within Ministry execution.

Event Management:

- Assisting Project Manager of Ministries in managing and coordinating non-weekend essential events, including, but not limited to, Family Experience (FX), Student Services, Camps and Retreats, Concerts, Conferences, Weddings, Funerals, Group Meetings, etc.
- Maintain and support when needed, the Student Consent Forms.

Communication:

- Be willing to go the extra mile to find the answers your team needs
- Make sure the Ministries are properly resourced for the weekend execution and help track down information and materials needed to make weekend services a success.

Resource & Equip:

- Providing all the necessary materials to Ministry Teams for effective execution of weekly Vision, Values and Standards.
- Maintain portions of our systems and databases to ensure proper collaboration between the Ministries team reaching our mission while making sure the Data Director has what they need.
- Work with Logistics to ensure Ministries know what is coming in their transfers.
- Work with Project Manager of Ministries and Project Manager of Arts to ensure that all digital content needed for Weekend Services (locally or online) has been uploaded as needed.
- Maintain the Background Check process and Adult Membership Process.

Leadership:

- Recruit and train, as needed, Central Support Dream Team member to help with simple administrative tasks

Position Requirements:

- Demonstrates Character, Competency, Chemistry and Commitment while modeling the virtues of an Ideal Team Player – Humble, Hungry, Smart
- Modeling and championing the Mission, Vision, Values and Standards of CedarCreek Church
- Being a tithing, Missional Member in good standing at CedarCreek Church

- Championing the 5 Agreements of CedarCreek Church
- Attendance at a weekend service and participation in a Group
- Obeying the CedarCreek Church Staff 10 Points of Accountability
- Any additional requirements set by the Direct Report and/or Elders

Measurements:

The Ministries Assistant will be evaluated by the following quantifiable measurements:

- Communicating the standards and processes between Central Support and Ministries
- Building and maintaining relationships that are needed to support and execute Ministry team goals.
- Ensuring Campus Ministry Teams have the necessary materials and digital content, as needed, for effective execution of weekend services.

Accountabilities:

In addition to the quantifiable measurements, the Ministries Assistant will also be held accountable for the following:

- Ensuring the safety of all guests and volunteers during ministry activities, setting and maintaining healthy standards of conduct.
- Ensuring that the values of CedarCreek Church, campuses and Ministries are upheld personally, as well as within all campus activities, and among volunteers.
- Maintaining unity with Ministry Services, Ministries, Arts and Campus staff across all Campuses.
- Maintaining a positive mental attitude regarding the Church and its leaders and in the presence of guests, staff and volunteer leaders at all times.

Disclaimer:

Nothing in this job description restricts the right of the Ministry Liaison’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.

_____/_____/_____
 Employee Signature Date

_____/_____/_____
 Project Manager of Ministries Signature Date

Director of Human Resources Signature

/ /
Date

cc.
Direct Report
Employee File