



CHRISTCOMMUNITY

JOB DESCRIPTION

Discipleship Ministries Administrative Assistant

CHRIST COMMUNITY EXISTS TO MAKE GOSPEL-CENTERED DISCIPLES AMONG ALL PEOPLE FOR THE GLORY OF GOD.

THE GOSPEL ABOVE ALL

More than anything else, Christ Community is a church that is about the gospel.

Jesus tells his disciples and those who would follow, “All authority in heaven and on earth has been given to me, go, therefore, and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe everything I have commanded you. And remember, I am with you always, to the end of the age.”

We believe Jesus radically changes a person’s life. We are to remind ourselves daily that we have been set free from the power of sin and condemnation and to live in light of this freedom. We do not work for our salvation, but our salvation has been given to us freely by God himself through faith in Christ. Therefore, we are to live out the gospel of grace every day in our personal lives as well as with those we are around.

OUR CORE VALUES

**BIBLICAL AUTHORITY
INTENTIONAL WORSHIP
COMMITTED COMMUNITY
BUILDING FAMILIES
RADICAL GENEROSITY
PRAYERFUL DEPENDENCE
STRATEGICALLY SENT**

COMMUNITY & CULTURE

Christ Community in Huntersville, NC, is seeking to fill the position of Adult Discipleship Associate. Located in the fast-growing Lake Norman region of North Carolina, Huntersville is a suburban community which offers an exceptional quality of life and intentional small-town atmosphere.

Sharing a border with Charlotte, one of the nation's top financial centers, Huntersville attracts many families relocating to the area and seeking a variety of quality educational opportunities for their children, as well as older families who want the conveniences of a major metro area without many of the issues often associated with city living.

The region is perfect for sports fans, and beaches and mountains are only a short drive away. Charlotte Douglas International Airport is a major hub for air travel, and local universities and seminaries offer opportunities for continuing adult education.

Christ Community, a member of the Southern Baptist Convention, is a Great Commission church with a focus on evangelism, missions, and discipleship. The church has nearly 800 active members and averages over 1300 in attendance at the Sunday morning worship services across our Huntersville and Denver campuses. The services are all thriving, contemporary services with top-notch talent who honor God with their gifts in leading the church to praise God.

Christ Community exists to make gospel-centered disciples among all people for the glory of God. Everything we do, from worship, to preaching, to missions, is centered on and for the purpose of Jesus Christ.

For more information, please see our website: christcommunity.com.

OVERVIEW

Purpose and Primary Responsibilities: The Discipleship Ministries Administrative Assistant will handle a wide range of administrative and organizational tasks for the church. This person must be exceedingly well organized, flexible, and enjoy challenges. While task oriented, this person will have a servant's heart. Must be technologically savvy, with a high capacity to effectively communicate through electronic media. This employee must have the ability to interact with all levels of internal staff, congregants, visitors, and external church relationships in a fast-paced environment. Must remain flexible, proactive, resourceful, and efficient with a high level of professionalism. Written and verbal communication skills, strong decision-making ability, and attention to detail are equally important. In addition to the specific responsibilities below, the Discipleship Ministries Administrative Assistant will be responsible for other duties as assigned by the Pastor of Discipleship Ministries.

ESSENTIAL RESPONSIBILITIES

- Responsible for maintaining and safeguarding our church management system, including family information and member profiles, processes/queues, groups, calendar, rosters, attendance, etc.
- Serve as primary point-of-contact for ongoing needs of group leaders and potential group attenders.
- Connecting guests and members to opportunities to grow by inviting them to take key steps in the assimilation, formation, and mobilization processes (i.e., First-Time Guests/Baptism/Membership/Groups/Serving/etc.)
- Assist staff in processes such as baptism, assimilation, membership, discipleship, etc.
- Assist with tracking people, processes, and reporting as needed.
- Demonstrate working knowledge of CCB, Office Suite, MailChimp, and WordPress with a commitment to grow in proficiency.
- Provide administrative support such as scheduling, setup/teardown, record-keeping, meeting minutes, event planning, purchasing, etc.
- Prepare materials and setup for various events (Growth Track, Group Connect, Classes, Weekly Groups, etc.) as needed.
- Ordering & maintaining inventory for office, groups, guest services, and other churchwide functions as needed.
- Provide general office administrative support: receiving visitors, answering and screening calls/emails, participate in meetings, filing expense reports, managing calendars, maintaining a hospitable environment, etc.
- Provide administrative assistance to the Pastor of Discipleship.

ESSENTIAL ABILITIES

- Highly proficient in Microsoft Word and Excel, with ability to create, organize, and maintain detailed spreadsheets.
- Learn and master church management software for the purpose of updating databases, running reports, scheduling events, etc.
- Well organized with great attention to detail.

- Ability to accomplish tasks and the forethought to anticipate needs.

ESSENTIAL ATTRIBUTES

- Model a deep commitment to Jesus.
- Be committed to the mission, vision, and values of Christ Community Church.
- Highly organized with attention to detail.
- Possess an attitude of service with a drive to accomplish our mission.
- Must agree with the Baptist Faith and Message 2000.
- Christ Community is a Religious Organization under sections 702(a) and 703(e)(2) of Title VII of the Civil Rights Act of 1964 (Title VII) and is permitted to hire and employ individuals of a particular religion, namely the Baptist faith.
- Must be a member of Christ Community Church or become a member within 60 days of hire.

DETAILS

- Reports to the Pastor of Discipleship Ministries
- Seeking full time exempt position. Benefits and salary commensurate with experience.

Please send a cover letter and resume to jobs@christcommunity.com.