

Church at Carbondale
Purpose Ministry Assistant
Purpose, Vision and Mission Statement
December 2004

This is a Fulltime position (40 hours/week)

This position works with and reports directly to the Associate Pastor with dotted lines to the Purpose Leaders of the Church at Carbondale.

Vision

The Purpose Ministry Assistant will embrace and become an integral part of the Associate Pastor and Purpose Leaders Ministry as they seek to implement God's vision for their ministries for the church, church body and community.

Purpose

The Purpose Ministry Assistant will facilitate and enhance the effective ministry of the Church at Carbondale Associate Pastor and purpose leaders with excellence, in a spirit of Christ-likeness. This position works with the staff and volunteers with a spirit of teamwork and cooperation.

Mission/responsibilities

Administrative Duties:

- Process all mail to Pastoral staff and ministry leaders.
- Return all calls delegated by the Ass. Pastor and purpose leaders
- Schedule and record calendar appointments in Outlook and master wall calendar
- Route mail and send appropriate correspondence in a timely manner
- Submit room requests in a timely manner, accurately communicating the needs of the ministry
- Recruit volunteer team and copy and bulk mail the Monthly newsletter.
- Develop and maintain a filing system for associate pastor Prepare/process appropriate expense forms and check requests
- Work with Operations coordinator and staff to coordinate events within the church
- Process weekly information packets for purpose leaders.
- Attend and take notes of monthly purpose leaders meeting
- Maintain updated information for the Church website
- Work with Tech ministries related to our computers and network.
- Interface with the Pastoral Ministry Assistant for weekly bulletin info.
- Maintain ministry and volunteer lists in Roll Call Software
- Assist Part time ministry staff to access volunteer central services

Interpersonal Duties:

- Work with Volunteer Central personnel in delegated task and coordination of office hours and reception duties. Provide occasional training opportunities for VC.
- Receptionist duties; Screen and route incoming calls and great walk-ins-in the advent volunteer central is unable to do this.
- Call ministry list for purpose leaders and ministry heads
- Maintain a pleasant, clean and orderly office/kitchen area in the advent volunteer central doesn't do this.

Ministry Support:

- Submit room requests in a timely manner, accurately communicating the needs of the ministry
- Coordinate/facilitate occasional luncheon/dinners as directed
- Assist in various special projects under taken by Associate Pastor and purpose leaders.
- Create or facilitate creative projects and promotional materials for the Associate Pastor and Purpose leaders.
- Assemble teaching materials for Associate pastor and Purpose leaders
Order materials for Associate pastor and purpose leaders

Other duties may be assigned.

Required Knowledge, Skills and Abilities

The position of Purpose Ministry Assistant to the Associate Pastor and Purpose Leaders is one that demands:

- Extremely strong/inter-personal skills
- Strong organizational abilities
- A gracious, Christ-like demeanor in demanding situations
- Strong computer skills
- Ability to be extremely flexible in an environment that is subject to many spur of the moment changes
- Excellent telephone demeanor
- Desire to enhance and protect the Pastors and Purpose Leaders' time and effectiveness.
- Creativity
- A strong commitment to C@C's "Diamond life Discipleship" process as it to our office relationships and productivity.

40 hour work week- Salary commensurate to ability and experience.

Weekly office hours: Tuesday- Friday 8:00 – 5:30 and Sunday morning with occasional evening responsibilities.