



## *Community Discipleship Admin*

Peace Church is seeking a part-time assistant to ensure that our Community Discipleship Ministries have proper administrative support.

The Community Discipleship Ministries Admin is responsible for providing administrative support for the following ministry areas: Discipleship Communities, Faith Formation, Membership, Local Outreach, Global Outreach, Hospitality, Visitation, Funerals, and Senior Ministry.

The successful candidate will be self-motivated and possess a professional demeanor, positive attitude, and strong work ethic. The successful candidate must also have a passion for supporting Peace Church's community discipleship ministries.

- Please see the job description below.
- Please send cover letters, resumes, and references to [hr@peacechurch.cc](mailto:hr@peacechurch.cc).
- Applications are currently being accepted.
- Average 20 - 25 hours per week, paid hourly.
- Pay commensurate upon training and experience.



## *Community Discipleship Admin*

### Function

The Community Discipleship Ministries Admin provides administrative support to the Pastor of Discipleship and to Peace Church's community ministries.

Part-time, average 20 – 25 hours per week.

### Accountability

The Community Discipleship Ministries Admin reports directly to the Pastor of Discipleship.

### Qualifications

1. Have a growing relationship with Jesus Christ and agree with the Peace Church statements of faith.
2. Actively support the mission, vision, and leadership of Peace Church.
3. A highly organized and proactive person who can professionally and graciously represent Peace Church and the Pastor of Discipleship.
4. **Humble, Hungry, and Smart (see Patrick Lencioni, *The Ideal Team Player*).**
5. Able to work well independently or with a team.
6. Able to execute administrative tasks without direct supervision.
7. Able to communicate professionally and effectively both verbally and in writing.
8. Able to solve problems.
9. Able to professionally handle the responsibility of having access to the Peace Church facility.
10. Able to effectively use necessary technology, such as email, text messages, and calendar programs.
11. Education: High school diploma or GED.

# Responsibilities

## A. Administrative Support for Pastor of Discipleship:

1. Calendar and Scheduling Management
2. Event and Meeting Support
3. General Administrative Assistance

## B. Administrative Support for the following Community Ministries:

1. Discipleship Communities
  - a. Community Groups
  - b. Men's Ministry
  - c. Women's Ministry
  - d. Emmaus (Young Adults)
2. Membership
3. Local Outreach
4. Global Outreach
5. Hospitality
6. Faith Formation

## C. Administrative Support for Care Pastor:

1. Hospital Visitation
2. Shut-in Visitation
3. Funerals
4. Senior Ministry

## D. Professional Expectations:

1. Participate as a team member on the Peace Church staff, attending staff chapel, retreats, meetings, etc.
2. Participate in the life of Peace Church, attending worship and important events.
3. Should be or become a member of Peace Church.
4. Engage with staff, volunteers, church members/attenders, and guests with kindness and professionalism.
5. Exhibit character consistent with a follower of Jesus in a church leadership role.