

Employment Application Packet



Thank you for your interest in employment at Grace Community Church. GCC is a multi-generational and multicultural family of people united in following Jesus and serving both Puget Sound and the nations. As a group of diverse people, we strive to abide with and respond to Jesus daily, living out His Daily Grace where we live, work, learn, and play.

Make no mistake: this is as much a ministry position as it is a job. We are looking for someone who is a faithful and growing believer who wishes to serve the cause of Christ and the people of Grace Community Church with their skills. This packet of information includes these documents you'll need to learn more about the position in which you've expressed interest and the application needed to join our team:

- A Job Description for the position
- A Job Application to be completed and submitted with a current resume, if possible.

If you are not familiar with Grace Community Church, we encourage you to explore our website to learn more about us. These pages may be of particular interest:

General | <https://www.graceinauburn.com>

What We Believe | <https://www.graceinauburn.com/beliefs>

Job Information | <https://www.graceinauburn.com/jobs>

Information about Our Team | <https://www.graceinauburn.com/pastors-elders>
<https://www.graceinauburn.com/staff>

It is important to know that this position is at an evangelical Christian church and membership is required within six months. As a religious institution, the church is permitted and reserves the right to prefer employees on the basis of religion and religious beliefs consistent with GCC's beliefs (Title VII, Sections 702-703, United States Civil Rights Act of 1964 as amended). You must understand and consent to this condition.

The Application asks that you submit your application to jobs@graceinauburn.com. However, please also submit to our Adult Ministries Pastor, Paul Reed, at preed@graceinauburn.com.

Job Description

Adult Ministries Admin



DETAILS

Department: **Adult Ministries**

Type: **Regular; Part-time, 20 hours per week; Hourly; Non-Exempt**

Schedule: **Varies, based on ministry needs; will include some weekend and evening hours**

OVERVIEW

The Adult Ministries Admin assists the Adult Ministries Pastor in equipping and supporting Life Group ministries and other adult ministries and events by taking responsibility for the administrative details.

FUNCTIONS & RESPONSIBILITIES

- Manage the process of adding new Life Group leaders, including tracking leader approvals, making leader packets, and following up to get accurate group info.
- Assist in connecting individuals into a Life Group.
- Manage calendar events for off-site groups to track attendance.
- Help to maintain accurate rosters for Life Groups and update database (CCB) regularly.
- Manage updates for open Life Group listings on the church website.
- Send monthly birthday cards and assist with volunteer appreciation for Life Group leaders.
- Assist in planning, supporting, and executing Life Group events, leader trainings, and other events as needed
- Manage room and equipment reservations for all Life Group and adult ministry gatherings (membership class, baptism class, etc.)
- Order curriculum and supplies for activity facilitators.
- Prepare membership materials for monthly Grace Path classes; collect and process membership Covenants, assist in scheduling of Elders' interviews, and update the church database as needed.
- Communications duties include both initiating and receiving telephone calls, emails, and written correspondence, including bulk mailings and targeted emails.
- Make department purchases as directed and submit timely expense information for all such purchases, assisting as needed in the management of the department's finances.

QUALIFICATIONS & REQUIREMENTS

- Excellent communication, interpersonal and organization skills
- Ability to work independently
- Self-starter with good time and resource management skills
- Strong administrative skills and keen attention to details
- Excellent and accurate computer skills (Word, Excel, Outlook)
- Embrace the church's vision, direction, strategies, and approach to ministry and unreservedly hold to the church's statement of beliefs.
- Relate to the church family and to the general public in a manner that honors and represents Christ well.
- Be a member of Grace Community Church, or become a member within 6 months of employment

ACCOUNTABILITY

Accountable to: **Adult Ministries Pastor**

Accountable with: **Other Department Admins**

Accountable for: **N/A**

The compensation range for this position as of 9/1/2023 is \$18.18 to \$25.45 per hour. The compensation range is adjusted annually. Determination of compensation is based on training and years of experience. New applicants should not expect to start near the top of the range.

Application for Employment



GCC is an equal opportunity employer and does not unlawfully discriminate against employees or job applicants on the basis of race, color, sex, age, national origin, marital status, physical or mental disability, veteran status, or any other status or condition protected by applicable state or federal law. As a religious institution, GCC is permitted to, and reserves the right to, prefer employees on the basis of religion and religious beliefs consistent with GCC's beliefs (Title VII, Sections 702-703, United States Civil Rights Act of 1964 as amended).

PERSONAL INFORMATION

Full Name _____ Social Security No. _____

Former Name(s) of Applicant (if any) _____

Present Address _____
No. Street City State Zip

How long have you lived at above address? _____

Email _____ Primary Phone _____

EMPLOYMENT INFORMATION

Position Desired _____ Date available for work _____

Type of employment: Regular Temporary | Full Time Part Time

Have you ever applied for a job with Grace Community Church before? Yes When? _____ No

Have you ever worked for us before? Yes When? _____ No

Have you ever been convicted of any crime other than a minor traffic violation? Yes No

If yes, state date, court, and disposition of the case _____

Have you ever been discharged or requested to resign from a position? Yes No

If yes, explain _____

Why do you desire to make a change? _____

Have you ever held a position of trust (handling money or confidential material)? Yes No

Describe _____

If submitting a resume, you do not need to duplicate information below, but please be sure to provide all information requested. Attach your resume or an additional page to provide any supplemental information.

EDUCATION

Type of Schooling	Name of School	Location	Years Enrolled	Major Subject	Did you Graduate?
High School					
Trade School					
College					
Graduate					

Do you possess any additional experiences, skills, qualifications, or professional training which you feel would especially fit you for work in this position?

PRIOR EMPLOYMENT (start with the most current)

Company/Organization	Phone
Address	
Name/Position of Supervisor	
Date of Employment—From:	To: Avg Hrs/Week
Your Position & Duties:	
Reason for Leaving:	

Company/Organization	Phone
Address	
Name/Position of Supervisor	
Date of Employment—From:	To: Avg Hrs/Week
Your Position & Duties:	
Reason for Leaving:	

Company/Organization

Phone

Address

Name/Position of Supervisor

Date of Employment—From:

To:

Avg Hrs/Week

Your Position & Duties:

Reason for Leaving:

PERSONAL & PROFESSIONAL REFERENCES

Please list three or more references, with at least one professional reference and one pastor or staff member from either your current church or a church you have recently attended

Name

Email

Phone

Relationship

Years Known

AGREEMENTS & AUTHORIZATION

The facts set forth in my application for employment are true and complete. I understand that if employed, false statements on my application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation on my personal history and financial and credit record through any investigative or credit agencies or bureaus of your choice.

I understand that employment at this organization is "at will" and includes no guarantee, contract, or promise of employment for a specified length of time. I understand that just as I am free to resign at any time, Grace Community Church reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of the employer has the authority to make any assurances to the contrary.

In applying for work at Grace Community Church, my purpose is to cooperate fully with other staff members and volunteers to promote the various spiritual ministries of the church in order to advance the cause of Christ. For this reason, I understand that all employees are expected to either be a member of the church or become a member within six months of employment. I affirm that I am trusting solely in the merits of Jesus Christ for my salvation from sin and, by God's enabling grace, I will endeavor to conduct my life in accordance with His calling on my life (Eph. 4:1).

I authorize the use of any information in this application and any attached supplements to verify my statements, and I authorize the past employers, doctors, all references, and any other persons to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any liability or damages on account of having furnished such information.

Signature of Applicant

Date

Return this Application with Resume to Grace Community Church; Attn: HR & Finance Office; 1320 Auburn Way S; Auburn, WA 98002 or email a copy to jobs@graceinauburn.com.