



## Discipleship and Community Ministry Assistant

The D&C Ministry Assistant provides administrative support to the Discipleship and Community Team. The Administrative Assistant will be responsible for managing office tasks, scheduling appointments, maintaining financial records, and executing church systems operations. They must excel in organization, possess strong calendaring skills, and demonstrate exceptional communication abilities to coordinate with various staff and church members. Attention to detail is crucial to maintaining accuracy in documentation, managing logistics efficiently, and supporting functions effectively.

**Department:** Discipleship and Community

**Reports To:** Pastor of Discipleship and Community Director

**Hours:** 32

### Responsibilities:

- Provide general administrative support., etc.
  - Scheduling meetings, and lunches, and maintaining calendars as needed.
  - Keep general files, emails, and reports organized (experience with MS 365 (Outlook, Teams, Word).
  - General financial record keeping.
  - Have a working knowledge of the church database (CCB) and use it to reserve rooms for events, keep updated attendance records, etc.
  - Maintain a good working relationship with the rest of the HHBC Staff Members to coordinate a comprehensive ministry to our church members.
- Provide support for the Discipleship and Community Ministry.
  - Assist in the execution of ministry vision, goals, and ministry plan.
  - Assist all sub-ministries (i.e. Men's and Women's Ministry, College and Young Adult, etc.)
  - Keep attendance records up to date for the Weekly Report.
  - Assists in the administration and execution of Wednesday Night Equipping Nights.
- Provide support for our Community Group leaders and members.
  - Update the CG listing booklet and maintain it at the Resource Area and Information Desk.
  - Update room reservations as needed for CG's that meet on campus.
  - Send weekly CG Leader email.
  - Maintain and update data, announcements, and photos, for church website and social media.
- Be intentional with building relationships with the younger generations at HHBC.
  - Reach out to younger people of HHBC and encourage, equip, and disciple as needed.
  - Have a good working relationship with the Student Ministry to seek ways to align Adult and Student Ministry in areas that both ministries see fit.

### Qualifications:

- A mature Christian with deep convictions regarding:
  - Life on life relational discipleship
  - Every member as a minister

- Small group ministries
- The role of elders as ministers of soul care
- Ability to set goals and develop strategic and long-term plans, in reliance on the leadership of the Spirit
- Ability to develop innovative new techniques to accomplish goals
- A highly disciplined person who can stay on task
- Exceptionally self-motivated
- A team player who is willing to adapt and lead during change
- Strong communication skills
- Ability to model servant leadership
- Willingness and ability to follow the executive leadership and respond as a valuable, contributing member of a larger Discipleship and Community Team
- Humility

I acknowledge that I have read and understand the above job description in its entirety and am capable of performing the stated requirements.

Signature \_\_\_\_\_

Date \_\_\_\_\_

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of employees. Henderson Hills Leadership reserves the right to revise the position, its job functions, minimum qualifications, and other aspects of the position in any way at any time.*