



Discipleship Ministries Assistant

OPEN

Position Type: Non-Exempt
Category: Regular, Full-time (40 hours)
Classification: G
Report to: Pastor of Discipleship

The Village Church Vision: Helping people who feel far from God or disconnected from the church connect to Jesus and a community of Jesus followers.

The Village Church Mission: Leading ordinary people to become disciples of Jesus who make disciples who make disciples who change the world.

We refer to disciple-making, world-changing followers of Jesus as “CG3 Disciples,” people who do these four things: Connect, Grow, Give, and Go.

- **Connect:** CG3 Disciples CONNECT to Jesus and a community of Jesus followers through personal and corporate worship.
- **Grow:** CG3 Disciples GROW in their trust and understanding of who Jesus is and their willingness to follow him through being part of a group or smaller community.
- **Give:** CG3 Disciples GIVE generously to God’s kingdom work through the ministries of the local church.
- **Go:** CG3 Disciples GO to join in God’s Kingdom mission by reaching and serving their neighbors with the love of Jesus.

Ministry Summary

Provide administrative support and coordination for Adult, Student, and Kids programs, events, trips, and day to day operations assisting the Discipleship staff as needed to fulfill our mission of making disciples of Jesus who make disciples who change the world.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MINISTRY RESPONSIBILITIES

- Live out the vision, mission, and team values of The Village Church
- Maintain database for discipleship areas: adult, kids, and youth; send emails and communications, update webpages, create web-based registration forms, and other tasks as assigned.
- Provide support for special events and ongoing ministry management related to discipleship ministries; coordinate event and program details and provide support for special projects as they arise.
- Assist with event and retreat coordination as assigned including managing registrations
- Recruit, train, and coordinate volunteers as needed and implement volunteer appreciation opportunities.
- Oversee purchase orders process and maintenance of departmental budget records, including month end and year-to-date ledgers for all program and events
- Facilitate background checks and Safe Sanctuary training requirements for volunteers in Kids and Student ministry

- Attend staff and other departmental staff meetings, coordinating scheduling, meeting requests, and gathering relevant background material and supplies for meetings as needed.
- Receive and respond to departmental calls and emails
- Welcome guests to the building during the week
- Receive deliveries to the building, sort and distribute incoming mail, and take inventory of office supplies and restock as needed

Competencies

- Understands and supports the mission, vision, and values of The Village Church
- Enjoys a team environment and a job they can build, grow and evolve as well as working independently to complete a variety of tasks
- Ability and willingness to experiment, make mistakes, laugh, have fun, and take creative risks
- High level of competency in Microsoft Office software and other web-based technology with the ability to learn computer programs quickly and use them proficiently
- Effective written and verbal communication skills
- Excellent organizational skills
- Ability to handle sensitive information with the highest degree of integrity and confidentiality

Work Environment

This job operates in a professional office setting that involves everyday risks or discomfort requiring normal safety precautions.

Physical Demands

While performing the duties of this job, the employee will be in an office environment. Position is required to see, talk, hear, stand, walk, and sit. Employee must lift or move items up to 25 pounds.

Expected Hours of Work

Regular days and hours of work Monday-Friday, 40 hours per week. Occasional evening and weekend hours required for events.

Travel

Travel is primarily local during the business day, although some out-of-the area and overnight travel may be expected.

Education and Experience Requirements

- Two (2) to three (3) years of administrative office experience
- Associate degree in business administration or related field preferred

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 personnel so classified.



The Top 10: Staff and Leader Values

The following statements define who we are as a team and as leaders at The Village. We are unapologetic that this is what we're about and that this is what it takes to be a member of our team.

1. We passionately pursue Jesus. (Follow Jesus First)

It all starts and ends with our commitment to follow Jesus. As individuals, we are intentionally pursuing growth in our trust in Jesus and our willingness to follow him and to invite people to join us in following him. As a church, we keep Jesus at the center and we try our best to figure out what it means to follow him together.

2. We relentlessly reach new people. (It's Not for Us)

We are here as a church and as individuals to connect disconnected people to Jesus and to a community of Jesus followers. Our collective heart beats for disconnected, broken, lonely, hurting people. We prioritize reaching the people who aren't here yet.

3. We expect God to show up. (Expect the Unexpected)

We believe in a God who still works, acts, moves, and speaks. We are wide open and expectant for God to do that again and again and again. If we're able to do it on our own, we're probably not dreaming a God-sized dream.

4. We are sold out for the mission over our own ministry. (Mission Over Ministry)

We believe in and are all in on the mission of the church and the ministry of the whole over and above any of our own preferences or ministries. A win for the church is a win for everybody.

5. We bring our very best to the table. (Bring Your Best)

We believe that God deserves the best of our effort, our creativity, and our imagination, so we are determined in bringing the very best of ourselves to the table. We also expect the best from each other, trusting in each other to bring our best.

6. We work together to get "the stuff" done. (Sweep the Floor)

We are a team and we operate in teams. We do what needs to be done together, we hustle, we help each other, we understand that no task is below our pay grade, we roll up our sleeves together, we grab a broom and sweep the floor if that's what's needed, and we don't stop until "the stuff" is done for everyone.

7. We constantly make it better. (Make It Better)

We are teachable. We are continual learners and growers and innovators and improvers. We look first in the mirror to find ways to make our ministries more effective, we ask for feedback, we graciously offer feedback to each other, and we gracefully receive it when it's given, always looking for ways to learn and grow.

8. We are flexible and we adapt quickly. (Expect the Flex)

We know that it's the flexible who can never get bent out of shape. We accept that the nature of this work is that it's always in flux. We are willing and able to adapt and improvise and be flexible in the moment. We invite the Holy Spirit to do things in our lives and our ministries that we couldn't predict or plan.

9. We risk big and we fail forward. (Fail Forward)

We recognize that there is no such thing as "missional complacency" in God's church. (We've looked for it all over the New Testament, and we can't find it anywhere.) If we're not failing, we're not trying hard enough. We would rather risk and fail and learn from our mistakes than stay safe and become content and slowly decline and die.

10. We don't do anything ourselves that we can empower someone to do with us. (Replace Yourself)

We are disciples who make disciples who make disciples. This means we freely give away leadership and ownership any other ship we can think to give away. We recognize that in the end, we are all interim staff members and it's our responsibility to raise people up to come behind us.

P.S. We love and laugh hard. In all of this, we enjoy life, care for one another, have fun together, and don't take ourselves too seriously.