

## Discipleship Administrative Support Part Time (20 hrs/week)



### Role Overview

The Discipleship Administrative Support position exists to advance Christ the Rock (CTR) discipleship efforts by: (a) providing administrative and discipleship systems oversight support to the Discipleship Team, (b) assisting in the administrative and logistical support of CTR discipleship efforts, and (c) maintaining the Church Community Builder (CCB) database and other tracking systems to ensure good communications to the body and to measure throughput of discipleship efforts. This person's role is to carry the detail-oriented logistical work of the team in order to keep the Director focused on shaping the discipleship culture and training leaders, and to keep the Discipleship Coordinator engaged in overseeing execution of discipleship groups. This person needs to embody the CTR mission and heart for making disciples and be willing to lead or belong to a discipleship community for the duration of their employment. Direct report to the Discipleship Director and is a member of the Transform Team.

### Qualifications

- Is a spiritual parent or young adult.
- Capable of managing multiple platforms of information sharing (Excel, SharePoint, MS Teams, Zoom, and CCB Database) and multiple streams of details to be captured accurately and on an on-going basis
- Skilled at the Microsoft Office suite of software, preferably including MS Project
- Heart and passion to see others follow Jesus, be transformed by Jesus, and commit to the mission of Jesus
- Must be a member in good standing (or willing to become a member upon employment) and regular attendee at CTR who exhibits the character of Christ in all spheres of their life
- Excellent verbal and written communication skills
- Must be timely and effective at communicating with people inquiring about training opportunities or desiring to join a discipleship group
- Able to ensure volunteer leaders have the resources they need and keeps them informed
- Completed the CTR Discipleship Leader Training Program or willing to enroll upon employment
- Personal history of relational, one-on-one and group discipleship
- Must be available to work the majority of their hours in the church office

### Responsibilities

- Assists the Discipleship Director and Assistant Director in the following:
  - Inputs names of leaders and participants in the discipleship process into the church database and other tracking systems. Maintains these rosters to produce accurate weekly dashboards.
  - Assists participants in downloading and using the CTR database app for smart phones.
  - Assists in the building and maintenance of systems and processes to support recurrent training and enrollments.
  - Organizes, purchases, edits, prints, posts and distributes discipleship materials to the necessary people.
  - Reserves rooms, provide needed tech equipment and supplies, and communicate with participants for discipleship activities.
  - Provides administrative and logistical support of quarterly leader trainings.
  - Manages the DS Process Queue.
  - Tracks key metrics and highlight emerging trends for leadership.
  - Assists in the preparation of briefings to the Sr. Leadership Tm (SLT) and elder board.
  - Assists in the preparation of PowerPoint slides and the visualization of data to help others understand.
  - Uploads documents to the discipleship SharePoint site. Keeps the site current with the most accurate versions of documents and removes dated material.
  - Ensures leaders of groups have access to CCB and SharePoint; revokes access rights when no longer needed.
  - Assists new volunteers in the on-boarding process in conjunction with the CTR Volunteer Coordinator.

- Serves as first point of contact for incoming requests for information on joining a group or training program.
- Maintains the discipleship portions of the CTR website, especially the roster of open discipleship groups.
- Coordinates with Communications Director and Promotions Team to ensure the church family stays informed and inspired about spiritual growth and discipleship opportunities.
- Assists the Discipleship Director with administrative duties like email management, voicemail, calendar scheduling and development of correspondence.
- General responsibilities of all CTR staff team members and other duties as assigned.

**Availability** 20 hours per week. Flexible scheduling based on the needs of the church. Up to one night per week to observe CTR discipleship venues for quality and compliance, including in-home discipleship groups. Office hours to be determined in conjunction with the Discipleship Director. Available to travel to one 2 or 3-day conference or training event per year.

**Required Meetings** Church Staff Meetings / Training, Transform Team Meetings, Discipleship Team Meetings, coaching, Next Step Coffees (or similar events) and Membership Classes on a rotational basis with other Discipleship team members, membership meetings.

**Application Instructions:**

**Visit our website to complete the on-line application [www.christtherock.org](http://www.christtherock.org)  
or contact Jennifer Schmalz at [jschmalz@christtherock.org](mailto:jschmalz@christtherock.org)**