

## 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 providing administrative and systems oversight support to the Discipleship Team. This person's role is to carry the detail-oriented logistical work of the team and maintain user-friendly tools and processes for team and volunteer involvement. 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.

### 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
- 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 attender at CTR who exhibits the character of Christ in all spheres of their life
- Excellent verbal and written communication skills
- Able to respond promptly and effectively to volunteers
- Efficient at tasks, time management and development of user-friendly tools and resources
- Completed the CTR Discipleship Leader Training Program or willing to enroll upon employment
- Personal history of relational, one-on-one and/or group discipleship

### Responsibilities

- Assists the Discipleship Director in the following:
  - Maintains discipleship database to produce accurate weekly dashboards and tracking data.
  - Assists in the building and maintenance of systems and processes.
  - Organizes, purchases, edits, prints, posts and distributes discipleship materials.
  - Reserves rooms, provides needed tech equipment and supplies, and communicates with participants for discipleship activities.
  - Assists in the preparation of PowerPoint slides and the visualization of data.
  - Uploads documents to the discipleship SharePoint site. Keeps the site current with the most accurate versions of documents and removes dated material.
  - Assists new volunteers in the on-boarding process in conjunction with the CTR Volunteer Coordinator.
  - Confidentially engages in first impressions by facilitating connection between group participants and leaders.
  - Maintains the discipleship portions of the CTR website.
  - Coordinates with Communications Director and Promotions Team to ensure the church family stays informed and inspired about spiritual growth and discipleship opportunities.
  - Collaborates with the discipleship team by providing insights and ideas in team meetings.
  - Edits, proofreads, and/or ghost-writes communication to group leaders.
  - Supports and resources group leaders as needed.
- 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 gatherings or 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, 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 Julie Wilson @ [jwilson@christtherock.org](mailto:jwilson@christtherock.org)**