

## **Community Life and Growth Admin**

*Our mission is to help as many people as possible become totally committed to Jesus Christ*

### **Primary Description:**

The Connections Assistant is responsible for coordinating the connections programs, including: Celebrate Recovery, Adult Singles Ministry, Small Groups, Precept upon Precept, Welcome Home Membership Class, Life's Healing Choices, Divorce Recovery, and Grief Recovery. The assistant provides the Connections Pastor with administrative support including composing correspondence and scheduling ministry appointments.

**Status:** Part Time

**Lines of Accountability:** Connections Pastor

### **Ministry Responsibilities:**

#### **1. Administrative Support**

- General admin for Connections Department
- Schedule appointments for Connections Pastor

#### **2. CCB Admin for all of Connections programs**

- Data entry (group and participant information)
- Scheduling events (details, room reservation, childcare requests, etc.)
- Manage connections related groups

#### **3. New Visitor Contact**

- Calls
- Welcome Letters
- Schedule Connections Interviews with Connections Team
- Connection interview follow up
- Information card input

- Manager CCB Queues

#### **4. Publicity**

- Forms for each Connections ministry event/program
- Bulletin announcements
- Blog posts
- Group emails
- Connections center sign up sheets

#### **5. Small Groups**

- Organizing groups
- Recruiting new leaders and group members
- Data entry
- Small Group Resource library promotion and management

#### **6. Welcome Home Membership Class**

- Data entry
- Prepare materials (manual, handouts, etc.)
- Inform staff of involvement
- Request collateral from ministries
- Be present and assist where needed during each quarterly event

*Therefore, since we are receiving a kingdom that cannot be shaken, let us be thankful, and so serve God acceptably with reverence and awe!*

*(Hebrews 12:28)*