



**ROCK**  
C H U R C H

**JOB DESCRIPTION**

**Position:** Small Group Assistant

**Reports to:** Small Group Pastor

**Position Status:** Part-Time, Non-Exempt

**Department:** Small Groups

**Effective:** February 2012

**Replaces:** All Previous

**Position Number:** RC-09-12

**Posting Date:** February 3, 2012

**1<sup>st</sup> Closing Date:** February 10, 2012

**Position Summary:**

The Small Group Assistant is a team-oriented individual who is responsible for assisting the Small Group team in developing healthy and strong small group ministries by overseeing all administrative functions of the department, including communications, planning, and promotion. Also serves as an administrative assistant to the Small Group Pastor. Incumbent works under the direct supervision of the Small Group Pastor.

**Job Responsibilities and Duties:**

1. Oversees all departmental administration including but not limited to answering phones, scheduling, filing, copying, typing, ordering supplies, organizing and maintaining records, basic bookkeeping and distribution of mail.
2. Serves as point of contact for the Small Group Ministry and connects inquiring individuals to the appropriate small group.
3. Creates and maintains master lists and reports to assist Small Group Coordinators in tracking small group numbers.
4. Assists with the planning, organization and communication of regular events to allow small groups to share their faith and serve in their communities.
5. Maintains and updates Small Group database, directories and website.
6. Contributes to the promotion of the Small Group Ministry by designing and updating, copying and supplying promotional material.
7. Composes, edits, prints and mails small group letters, newsletters and invitations.
8. Assists with the organization of and preparation for small group leadership development meetings and trainings; attends and provides support during sessions.
9. Serves at the Small Group table during Sunday services as needed.
10. Prepares agendas, records and distributes minutes for weekly Small Group staff meetings.
11. Manages scheduling and appointments for Small Group Pastor.
12. Attends select retreats and conferences with Small Group staff.

The above summary of duties represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of the Small Group Pastor.

**Job Skills and Requirements:**

1. One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.
2. Adapts to changes in the work environment; able to deal with frequent change, delays, or unexpected events.
3. Proven ability to identify and resolve problems in a timely manner, use resources creatively and follow through to ensure effective resolution.
4. Must possess strong interpersonal skills and be able to work well with all levels of the church management and congregation.
5. Must possess strong organizational skills and the ability to execute multiple projects simultaneously.
6. Works well with timelines and short deadlines.
7. Strong attention to detail and accuracy; demonstrates accuracy and thoroughness.
8. Excellent verbal and written communication skills. Legible writing skills. Edits work for spelling and grammar.
9. Excellent Microsoft Outlook and Word skills, proficient in Microsoft Excel, PowerPoint and Publisher; strong typing skills (45wpm).
10. Graphic Design and media knowledge preferred.
11. Must be able to identify and maintain confidentiality as appropriate.
12. Ability to work a flexible schedule in order to accommodate trainings and special events.
13. Self-starter with the ability to work independently or in a team-oriented environment.

**Employee Expectations:**

1. Christ-centered behavior at all times. i.e. treating people with dignity, respect, compassion and integrity.
2. For all grievances, follow Matthew 18 and Ephesians 4:15.
3. Proactive participation in the Governance system.
4. Successful completion of both a background and reference check.
5. Pleasant and professional personality and appearance.
6. Regular attendee of a Rock Weekend service.
7. Regular involvement in Rock Church activities, ministries and events.
8. Attendance at all mandatory meetings (and events, as needed).
9. A tithe of 10% to the Rock.
10. Signed acknowledgement of the Rock Church Statement of Faith.
11. Adheres to policies and procedures as stated in the Rock Church employee handbook.
12. Registered and active in the Rock A.R.M.Y.

**Physical Requirements:**

Ability to function independently and ability to speak. Physically able to lift up to 25 lbs (with or without assistance). This position also may require long periods of standing up and walking.

**Employment At-Will:**

All employees of The Rock Church are at-will, and as such, are free to resign any time without reason. The Rock Church likewise, retains the right to terminate an employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of the Rock Church has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.

***I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as is outlined above and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor.***