



**ROCK**  
CHURCH & TRAINING CENTER

**JOB DESCRIPTION**

Position: **Small Group Assistant**

Reports to: **Small Group Pastor**

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

Department : **Small Groups**

Effective: **January 2010**

Replaces: **All Previous**

Position Number: **RC-04-10**

Posting Date: **January 20, 2010**

1<sup>st</sup> Closing Date: **January 27, 2009**

**Position Summary:**

The Small Group Assistant is a team-oriented individual who oversees all administrative tasks for the Small Group Ministry. Reports directly to the Small Group Pastor.

**Job Responsibilities and Duties:**

1. Reports directly to the Small Group Pastor.
2. Works closely with the Small Group Coordinators.
3. Maintains and updates Small Group database and directories.
4. Creates and maintains master lists and reports to assist coordinators in tracking small group numbers.
5. Performs general office duties such as ordering supplies, maintaining records and performing basic bookkeeping work.
6. Oversees all departmental administration to include answering phones, scheduling, filing, typing, distribution of mail, design of promotional needs, copying and other routine clerical work.
7. Assists in the promotion of the Small Group Ministry (updating, copying, supplying small group promotion material).
8. Uses graphic design skills to create Rock DNA and style guide appropriate promotional materials.
9. Helps inquiring people find a small group (phone calls, emails).
10. Prepares agenda/sends out minutes for weekly small group staff meetings.
11. Assists with composing, editing and updating small group website content.
12. Assists with composing, editing, printing and sending out of small group letters, newsletters and invitations.
13. Assists with the planning, organization and communication of regular events for small group leaders/members to share their faith, serve and Do Something in the community.
14. Assists with the organization of and preparation for small group leadership development meetings and trainings.
15. Attends and assists at small group ministry training sessions.
16. Attends select retreats and conferences with small group staff.
17. As needed, serves at the small group table during weekend services.
18. Able to work a flexible schedule in order to accommodate trainings and special events.

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. Excellent customer service and phone skills.
2. Strong typing skills (45 wpm)
3. Excellent Microsoft Outlook and Word skills.
4. Proficient in Microsoft Excel, PowerPoint and Publisher.
5. Graphic Design and media knowledge preferred.
6. Must possess strong writing and proofing skills.
7. Must possess strong organizational skills and the ability to execute multiple projects simultaneously.
8. Must possess strong interpersonal skills and be able to work well with all levels of the church management and congregation.
9. Must possess strong communication skills.
10. Ability to complete projects with tight/short deadlines.
11. Pleasant, professional personality and appearance,
12. Flexible in nature to handle other duties and special projects as needed,
13. Experienced in conflict resolution; discernment to identify and maintain confidentiality as appropriate.
14. Ability to think clearly under pressure.
15. Self starter with the ability to work independently or in a team-oriented environment.

**Expectations of Staff:**

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 a background 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.