



**ROCK**  
C H U R C H

**JOB DESCRIPTION**

Position: **Administrative Assistant**  
Reports to: **Pastor, Spiritual Formation**  
Position Status: **Full-Time, Non-Exempt**

Department : **Spiritual Formation**  
Effective: **January 2011**  
Replaces: **All Previous**  
Position Number: **RC - 05 - 11**  
Posting Date: **January 27, 2011**  
1<sup>st</sup> Closing Date: **February 3, 2011**

**Position Summary:** The Administrative Assistant is responsible to provide administrative support for a variety of Spiritual Formation ministry functions, coordinate class scheduling and logistics, promote a loving-people-first culture among all staff and volunteers, and carry out tasks with minimal supervision. The Administrative Assistant for Spiritual Formation works under the direct supervision of the Pastor of Spiritual Formation.

**Job Responsibilities and Duties:**

1. Provides support to the Spiritual Formation pastor, Care & Concern Ministry, lay counselors, Pastoral Support Teams, A.R.M.Y., Foundations/Life Training class instructors/volunteers, Rock N Hood Gang Ministry, and Spiritual Formation Baby Rock Ministries.
2. Oversees all departmental administration, including: answering phones, ordering department supplies, scheduling Spiritual Formation Pastor's calendar, filing, typing, email, distribution of mail, writing course descriptions, promotion requests, creating designs for promotional needs, giving creative input on curriculum, copying and other routine clerical tasks.
3. Coordinates and maintains Spiritual Formation class logistics, schedules and records. Acts as the liaison to the A.R.M.Y. and Foundations/Life Training class instructors, oversees pre-registration process and night/ day of class/es (class attendance of 5-500+), as well as recruits, trains and oversees volunteers to assist with class needs.
4. Occasionally will have to oversee weekly night and Sunday registration.
5. Tracks weekly statistics of class attendance, instructor and volunteer hours, also maintains daily, weekly, monthly, quarterly and annual department reports using Excel, Fellowship One database and Survey Monkey.
6. Tracks the progress of those having responded to Altar Call, from their first response all the way to their placement as effective leaders in ministry.
7. Attends and participates in weekly ministry and department team meetings.
8. Assists in the planning and organization of department events.
9. Attends regular opportunities for leadership development and growth.

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 Pastor of Spiritual Formation.

**Job Skills and Requirements:**

1. Associates degree (AA) or equivalent from two-year college or technical school, or one year related experience and/or training; or equivalent combination of education and experience.
2. Ability to be firm but gracious in dealing with staff and ministry leaders.
3. Strong organizational skills.
4. Attention to detail and accuracy, including excellent English composition and proofreading skills. Legible writing skills.
5. Proficient in MS Windows operating systems; Word, Outlook, Excel, PowerPoint, databases and basic internet usage. Online survey experience helpful.
6. Strong typing skills (55 wpm).
7. Desire for equipping and or education.

8. Ability to work well under short deadlines, handle multiple priorities, recognize and respond to urgent requests, and adjust quickly to changing priorities.
9. Strong verbal and written communication skills.
10. Self-motivated and flexible in nature to handle other duties and special projects as needed.
11. Experienced in conflict resolution, ability to think clearly under pressure.
12. Demonstrated ability to make independent decisions, based on the vision and values of the Rock Church and Spiritual Formation department.
13. Ability to provide sound, biblical counsel while recognizing and maintaining confidentiality as appropriate.
14. 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 Strategic Ministry Model.
4. Successful completion of a background check.
5. Pleasant and professional personality and appearance.
6. Regular attendee of a Rock Sunday 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 and 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.