GRACE CHURCH
JOB DESCRIPTION

Title: Next Generation Administrative Assistant
Campus / Job Location: Medina East
Time Commitment: 20 hours per week, hourly
Classification: Non-exempt
Reports to: Collin Paich, Next Generation Associate Pastor

Position Overview

The Next Generation Administrative Assistant provides administrative support to Children's, Student, and Young Adult Ministries under the direction of the Next Generation Associate Pastor. This position requires an adaptable, cooperative, and cheerful disposition able to multitask with grace effectiveness as well as a heart committed to the intergenerational disciplemaking vision expressed in Psalm 78:1-8 and Matthew 28:18-20.

Essential Job Functions

- Create and maintain integrity of current databases including GraceLINK and SharePoint. Works in cooperation with the Campus Manager on GraceLINK data integrity in the Children's, Student, and Young Adult Departments. Prepares ministry area reports upon request.
- Create and maintain ministry area calendars and provide administrative support for events, programs, and trainings.
- Coordinates the volunteer approval process for Children and Student Ministries. Responsible for all administrative steps and communicating with ministry area leaders next steps for volunteer onboarding.
- Coordinates and administratively supports all aspects of ministry area camps, retreats, and conferences (i.e., scholarships, registrations, reservations, communications, T-accounts, forms, etc.).
- Understands and applies Grace Church policies and procedures, particularly those involving minors.
- Assist in coordinating and sending ministry area communications (i.e., mail merges and newsletters, etc.).
- Process ministry areas expenses and credit cards. Make ministry area purchases as needed. Is involved in the budget process and stewardship of resources.
- Oversee all aspects of the Check-in process for weekend services in PK and SM and for all ministry area events such as Ignite and U-Night. Responsible for scheduling of weekend volunteer check-in support in PK. Available during check-in as needed/assigned.
- Attends ministry area staff meetings and MEC All-Staff.
- Represents the Medina East Campus Staff effectively and respectfully to the congregation and public.

9.19.2024

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General Requirements

- A committed and faithful attendee of the Grace Church campus of which you are employed.
- Adheres to and supports the vision and philosophy of Grace Church and its leadership, including the Statement of Faith and Staff Creed.
- Have attended or is in the process of attending the campus introduction classes within the first six months of hire.
- Has a teachable spirit and servant's heart (Philippians 2:1-11).
- Will care for others by appropriately praying with, consoling, speaking of Christ and/or sharing scripture. Always concerned about the spiritual welfare of others. (I John 5:14)
- Growing in faith as a believer in Christ (2 Peter 1:5-11). Has a solid understanding of biblical community including participating in on-going biblical community at Grace Church.
- Is a good steward of the Lord's money; uses time and resources wisely with the giver's sacrifice in mind (2 Corinthians 8).
- Will serve teammates and the whole of Grace Church sacrificially as part of one united team, serving together.
- Handles confidential matters and material with integrity and an intuitive understanding of sensitive ministry information. Communicates information to pastoral staff as appropriate.
- Is proficient and confident in computer skills that include the programs of Microsoft Office; willing to learn in-house management systems.

Have you read the Job Description? _____

Do you understand the Job Description? _____

Can you perform the essential functions of the Job Description
with or without reasonable accommodation? _____

I have read, understand, and agree with Grace Church's Statement of Faith. _____

I understand this is not an official offer of employment. The formal
offer of employment will be extended when a Compensation Agreement
is presented and signed. _____

_____
Print Name

_____   _____
Signature   Date

9.19.2024