

ADULT MINISTRIES ASSISTANT

Christ Community Church // Omaha NE

The position of Adult Ministry Assistant exists for the two-fold purpose of providing administrative support to the Adult Ministries team of Christ Community Church and to extend the productivity of team directors. This is a part-time role (20 hours/week) that will have a focus on Renewal and Formation ministries.

RESPONSIBILITIES

This employee will execute details related to the areas listed below. Day to day responsibilities will vary widely. Weekly needs will be shared between all three Adult Team Ministry Assistants.

Primary

- Counseling / Renewal Ministries
- Spiritual Formation team
- Young Adults team
- Seniors' / Phase 3 Ministry
- Receptionist backup team
- Event Planning - Soul Care Conference

Secondary

- Deeper Groups
- Discipleship / Evangelism
- Funerals
- Stephens Ministry
- Groups / Classes / Registrations

Assist as Needed

- Connections / 101
- Healing and Freedom Ministry
- New Believers / Membership
- Weddings
- Women's Ministry

Daily / Weekly General Tasks

- Phone calls and correspondence
- Reservations and calendar/technical requests
- Meeting attendance and note taking
 - Staff Development (half of meetings)
 - Adult Ministries Team meeting
 - Ministry Assistants meeting
- Printing, assembling, mailing
- Database Maintenance
- PCO data and Workflows
- All-church text messages

SKILLS & BACKGROUND

Necessary

- Christ Community Church member or regular attendee willing to become a member
- Computer literacy with Word, Excel, Outlook
- Interpersonal and communication skills
- Organizational and time management skills
- Ability to cooperate with and assist team members
- Servant's heart and attention to detail
- Willingness to take initiative

Desired

- Intermediate knowledge of Excel, Word, Outlook, Planning Center
- Prior Administrative experience
- Familiarity with church and staff

To apply, email resume and answers to initial interview questions to leslief@cccomaha.org

TYPE OF POSITION

- Part-time salaried role averaging 20 hours per week.
- This role may have occasional Tuesday evening hours, but most fall during Monday through Friday business hours. Exact hours are flexible pending approval of supervisor.
- The duties of this position are primarily conducted in an indoor office environment with typical lighting, heating, and cooling.

PHYSICAL DEMANDS

In order to successfully perform the duties of these positions, the individual needs to be able to do the physical requirements noted below. (C = Constant (>50%); F = Frequent (25%-50%); O = Occasional (1-25%); N = Never (0%))

- | | |
|--|---|
| • F - Light Lifting (<20 lbs) | • F - Walking (moving foot to accomplish tasks) |
| • O - Moderate Lifting (20-50 lbs) | • C - Repetitive motion (sustained movements of wrists/hands/fingers) |
| • N - Heavy Lifting (>50 lbs) | • O - Bending |
| • F - Standing | • O - Pushing/pulling |
| • F - Reaching (extending hands and arms in any direction) | • O - Driving |
| • F - Sitting (for sustained periods of time) | • C - Hearing |

ABOUT CHRIST COMMUNITY CHURCH

Omaha, Nebraska

About the Church

Christ Community Church is a flagship church of the Christian and Missionary Alliance. We just celebrated our 100-year anniversary and are grateful that we are still a thriving, five generation church after 100 years of kingdom impact. We value the mission of God both here and among the least reached people of the world. We exhibit excellence in leadership, teaching, worship and giving. We are a debt free church with generosity as a hallmark. We are passionate about the deeper life of the Holy Spirit. Community is our middle name.

About the City

The Omaha metro has over 900,000 people – over half of which have no connection to a church home or life in Christ. It is known as one of the best places in America to raise a family. Cost of living is low, wages are high, education is excellent, health care is strong, arts are abundant, and people are warm and welcoming. The political and financial climate is conservative. Crime is low. Omaha is home to the world's best zoo and the College World Series. A citywide movement called Within Reach consists of forty churches committed to reaching the lost, planting churches, developing next gen leaders, and unleashing unprecedented compassion on the city. CCC is the convener of this movement.

To apply, email resume and answers to initial interview questions to leslief@cccomaha.org