

Job Title: Ministry Assistant – Adult Ministries (Two positions available.)  
Accountable to: Adult Ministries Team Lead  
Salaried/Hourly: Hourly, 20 hours per week each  
Job Titles Supervised: None

To apply: Email resume to [cbosman@vrl.church](mailto:cbosman@vrl.church) or visit our website under “News & Events, Employment Opportunities” to download and fill out an application. Email application to the same email address.

## VALUES

At VRL we make disciples who make disciple-makers for Jesus. As VRL staff you are a critical part of that process. Your job will be tied to the values that help us to become and make disciples of Jesus as we:

1. Abide in Christ
2. Create a Relational Culture
3. Connect the Unconnected
4. Equip Volunteers to Serve
5. Share Christ with Others
6. Strive to make it Better

It is expected that those on staff model the following for our congregation:

### 1. Abide in Christ.

- a. Personally: There is an expectation that you will have a regular and growing/deepening relationship with Jesus Christ through prayer, His Word etc.
- b. Ministry: It is expected that you will lead your team (volunteer and/or staff) not only in the work but in encouraging them in their walk with Christ.
  - i. That could be prayer huddles each week, a verse sent out each week to your team etc.
  - ii. That also means attending Monday 9am prayer meetings with the rest of the staff.

### 2. Create a relational culture.

- a. Personally: That you would honor and deal with things relationally the way that Jesus modeled and dealt with things. The world will know we are Christians by our love for one another.
  - i. That you would be more serving than receiving.
- b. Ministry: We expect you as part of your job to engage relationally with others on staff and in our congregation. The world will know we are disciples by our love for one another.
  - i. That if you have a problem with other staff or anyone in our church you talk directly to that person first.
  - ii. Attend monthly staff meetings.

### 3. Connect the unconnected.

- a. Personally: We expect that you will be in a small group during the week as we would expect of any member of our church.
- b. Ministry: Do you see how your ministry helps move people from Sunday into smaller environments for discipleship?

### 4. Equip volunteers to serve.

- a. Personally: That you will spend time in prayer for God to provide workers for you and VRL. In addition, you will personally find people to serve in our church, even if it's not your own area.
- b. Ministry: We expect that you are not hired to just do the job, but that your primary responsibility is to get the job done with the involvement, recruitment and equipping of volunteers.

## 5. Share Christ with others.

- a. Personally: There is an expectation that in word and deed outside of these walls you will introduce people to Jesus Christ by your words and actions. Specifically praying for and looking for opportunities in your sphere of relational influence.
  - i. Ministry: It is expected that you see how your ministry is reaching out directly or indirectly with those who don't yet know Jesus Christ or are disconnected people from VRL. (Eg. You're not just cutting flyers as an admin but those flyers will be used in people's hands as a tool to invite others to experience Jesus.

## 6. Strive to make it better.

- a. Personally: In your home life and outside these walls, we do everything to glorify God, so do your best as unto the Lord. Have a great work ethic and model grit because of your dependence on Him.
- b. Ministry: We expect that you will look at ways on a regular basis for how you, with God's leading and volunteers, can make the environment that you serve in better. Also, that you would look at other areas and make loving comments on how they could strive to make it better in their area and that you are open for them doing the same for you.

There are two part-time positions available in Adult Ministries. The positions are not eligible to be combined into one full-time position.

### MY "ONE THING"

Anticipate and meet the administrative needs of the staff and key volunteer leaders on the Adult Ministries team.

### KEY JOB DUTIES

#### MINISTRY ASSISTANT

- To provide event planning assistance to ministry leaders in coordinating, planning, calendaring, communicating and implementing ministry events.
- Provide administrative assistance to the following ministries and areas of responsibility:
  - Men's Ministry
  - Women's Ministry
  - All Church Adult Ministries Events
  - Childcare, Weddings, Funerals and Memorials
  - Adult Ministries Calendar
  - Schedule Volunteers for Events

### KEY JOB DUTIES

#### MINISTRY ASSISTANT

- Provide administrative assistance to the Adult Ministries Team Lead
- Provide administrative assistance to the Community Pastors in each area of their oversight:
  - Not included: Men's, Women's, Childcare and Memorials
  - Included: Classes, Baptisms, Benevolence, VRL Cares, Senior Ministry, Stephen Ministry and Community Groups
- Adult Ministries Communications
- Tech – Back end support for Rock database
- Graphic design
- Schedule Regular Volunteers

## **EXPECTATIONS**

- Attend VRL church services on a regular basis.
- Have attended a DNA class, signed a membership form and be in missional alignment with VRL.
- Be in a weekly small group on a regular basis.
- Currently serving in a ministry at VRL.
- Committed to regular giving of income to God through VRL.
- Abiding in Christ and continuing to grow toward Christ-likeness and spiritual maturity.
- Strong interpersonal skills, clear communicator and humble-like character.
- Self-motivated and looks for additional areas to contribute.
- Ability to work with minimal supervision & maintain workflow without being asked or tasked.
- Ability to multi-task and pay attention to detail.
- Ability to make adjustments in work style for the benefit of the team.
- Proficiency in MS Office, prior use of office equipment and ability to quickly learn new software helpful.
- Prior administrative assistant experience helpful or gifted in that area.
- This position requires grace under pressure as things are constantly changing, which can create an exciting, yet frenzied atmosphere.
- Attend monthly All Staff meeting (as schedule permits) and participate in department meetings or other meetings when requested to do so.
- Work in close association with the entire staff to build and maintain a strong team environment among our staff and complete the work necessary to fully serve and support the ministries and events of Valley Real Life.