

COMPASSION CHRISTIAN CHURCH JOB DESCRIPTION

Position Title	Department	Reports to
Administrative Assistant to Kids	Campus Development - Henderson Campus	Kids Pastor - Henderson
Employment Status	FLSA Status	Effective Date
☐ Temporary ☐ Full-Time ☒ Part-Time 20 hours per week	☒ Non-Exempt ☐ Exempt	08.2026– cdb/HR

WHO WE ARE

We are guided by our fundamental values, our CORE4, which define our culture, but it's our mission that drives everything we do: to **LEAD OTHERS TO A LIFE-CHANGING RELATIONSHIP WITH JESUS.**

- **Roof Wrecker (RW):** Willing to go above and beyond to help others connect with Jesus.
- **Game Changer (GC):** Committed to doing whatever it takes to advance the Kingdom.
- **Ephesians 4 (E4):** Focused on raising others up to fulfill their potential and contribute.
- **We Over Me (W/M):** Prioritizing the good of the team over personal gain.

POSITION SUMMARY

Participate in our mission by supporting weekly Kids Ministry operations at the Henderson Campus, focusing on weekend readiness, volunteer onboarding/equipping, administrative and operational support, and guest follow-up

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- **Financial, Attendance & Administration (W/M, GC):** Administer Henderson Kids budget, manage MasterCard receipts and monthly visa expense reports, and process/submit weekly Kids Ministry, volunteer attendance, and offering records.
- **Database, Registration & Volunteer Communications (W/M, E4):** Enter registration forms and maintain records; maintain the volunteer database and schedule/send weekly training and communications.
- **Welcome Desk, Supplies & Guest Care (RW, GC, W/M):** Oversee the downstairs Kids Ministry Welcome Desk—maintain supplies and inventory, coordinate and correspond with volunteers, and assist at the desk during services.
- **Decision Counseling & Baptisms (E4, RW):** Coordinate and schedule decision counseling and baptisms; manage related communications with families and volunteers.
- **Facilities & Transportation (W/M):** Reserve facilities and the church vehicle as needed for ministry activities.
- **Additional Duties (E4, W/M):** This job description is not all-inclusive. Additional responsibilities related to campus or community engagement and ministry support may be assigned as needed.

COMMITMENT TO CHRIST and CCC

- Demonstrates a personal relationship with Jesus Christ and actively engages in spiritual growth.
- Participates in regular accountability with a designated staff partner or approved individual.
- Adheres to the Mission, Vision, Core Values, Philosophy of Ministry, and Statement of Faith of CCC.
- Supports and upholds the policies and procedures outlined in the CCC Employee Handbook.

TEAMWORK and PROFESSIONALISM

- Embraces a collaborative team mindset and actively contributes to the objectives of the Vision & Strategy Team (VST).
- Maintains the highest standard of personal conduct and lifestyle, as outlined in the Team Assumptions.
- Demonstrates a commitment to excellence in all work, recognizing its significance.

MINIMUM QUALIFICATIONS

Education:

- Minimum of a Bachelor's Degree from an accredited college or university, preferred
- Consideration will be given to candidates having experience and demonstrated proficiency in the field.

Experience:

- Experience in an administrative and/or coordinator role, preferably in a church or other non-profit organization.

Knowledge, skills, and gifts:

- **Character, Attitude, and Mission Alignment:** Strong work ethic; embodies Christ-like values—integrity, respect, empathy—and aligns with the mission and values of Compassion.
- **Ministry Experience, Passion, and Heart for Families:** Proven ministry experience with a passion for sharing Jesus and a genuine heart for children and families.
- **Safety, Confidentiality, and Stewardship (Problem-Solving & Communication):** Effective problem-solver with excellent written and verbal communication skills; able to maintain and protect confidentiality and uphold safety standards (including Generations Protection Standards).
- **Interpersonal, Recruitment, and Leadership Skills:** Excellent relational skills; proven ability to work with diverse people and personalities; motivated and effective recruiter and manager of Serve Team members who equips and fosters a collaborative team environment.
- **Organizational, Planning, and Detail Orientation:** Strong organizational and planning abilities; detail-oriented and proactive.
- **Technical Proficiency:** Excellent computer skills with proficiency in Google applications.

EMPLOYEE ACKNOWLEDGEMENT

I understand and acknowledge that my employment with Compassion Christian Church is "at-will," meaning it can be terminated by either party at any time, with or without reason, and with or without notice. This job description, along with any other provided documents, does not constitute an employment contract or guarantee of continued employment.

I have read and understand the contents of this job description. I understand that it may be subject to change and does not alter my "at-will" employment status.

Reviewed with employee by

Signature: _____ Name (print): _____

Title: _____ Date: _____

Received and accepted by

Signature: _____ Name (print): _____

Title: _____ Date: _____