

COMPASSION CHRISTIAN CHURCH JOB DESCRIPTION

Position Title	Department	Reports to
Ministry Assistant to Kids	Campus Development - Effingham Campus	Campus Pastor - Effingham
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt FLSA - Ministerial Exempt	03.2026- 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

Supports the Kids Ministry weekly operations by assisting with volunteer coordination, curriculum and resource preparation, and administrative tasks. This role helps ensure a welcoming, safe, and engaging environment for children and families, partnering with Kids Ministry leadership to facilitate programming and advance the church's mission to lead others to a life-changing relationship with Jesus.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- **Serve Team Member Management & Communication (E4, RW, W/M, GC):** Recruit, train, schedule and appreciate Kids' Serve Team Members for small groups, large groups and tech teams within Kids Ministry areas (Early Childhood and Elementary). Communicate with Serve Team Members about the upcoming weekend lesson, schedule, and helpful information they may need to know for the upcoming weekend. Process new ServeTeam Members who are choosing to serve in Kids Ministry.
- **Curriculum & Resource Preparation (W/M):** Assist and prepare the small group lessons and supplies for the weekend programming, including reviewing and editing small group curriculum to adapt for campus needs and purchasing/preparing supplies for upcoming weekend programming.. Assist with large group lesson preparation, including communicating with team leaders about upcoming new curriculum series and weekend lessons, setting up new stage designs as needed, and purchasing/preparing supplies.
- **Weekend & Guest Support (GC, W/M, E4):** Process check-in registration paperwork for new members or visitors. Attend special events, activities and training as needed and assist with event logistics as well as assist with setup and tear down.
- **Administrative & Operational Support (W/M, E4, GC):** Handle administrative and organizational needs within Kids Ministry at the Effingham Campus, including incoming/outgoing communications: phone calls, emails, mailings, scheduling, budgets, promotional preparations, etc. Balance monthly spreadsheets for MasterCard receipts to accounting GL reports. Participate in staff and inter-departmental meetings as well as any called departmental meetings and any other required staff events. Reserve resources, facilities and church vehicles as needed for ministry events. Schedule baptism counseling and baptisms. Maintain/update ministry calendar.
- **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 assistant 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: _____