



NORTHVIEW COMMUNITY CHURCH

JOB DESCRIPTION

Discipleship Administrative Assistant

CAMPUS: Downes Road Campus
DEPARTMENT: Discipleship
REPORTS TO: Discipleship Pastor
ALLOTTED HOURS: 30-40 hours/week
POSTED: April 22, 2022
ANTICIPATED START: May 2022

MINISTRY CONTEXT

The person called to this ministry must be in agreement with Northview's confession of faith, mission, vision and core values and must have a passion for the ministry of the church. The incumbent must also have the qualifications of a Deacon, as outlined in I Timothy 3.

PRIMARY FOCUS:

As a Discipleship team member, this individual would be primarily responsible to assist with various administrative and secretarial duties. He/she would have direct responsibility for overseeing specific ministry programs, training and events (eg. Community Groups, Baptism, Leader Training, and various weekly Discipleship Courses, Podcast(s) and Studies), and work with the other Discipleship Administrative Staff to complete projects required for the department as a whole (eg. Fall Kick-Off, Special Events and urgent or time-sensitive tasks which need to get completed in a timely manner).

RESPONSIBILITIES for Discipleship Administrative Staff members include the following. In a multi-staff situation, specific jobs will be split between staff members depending on gifting, interest and availability.

A. COMMUNITY GROUPS:

1. Implementing plans for the Ministry Leader Training meetings (3 per year) (booking rooms, sending out invitations, facilitating the admin for training sessions, communicating with all other departments, delegate and schedule as needed etc) and other regular training sessions.
2. Maintaining and updating community group database information, sending out regular correspondence to leaders.
3. Assisting the Pastor of Community Groups in placing new people in groups, and responding to email inquiries.
4. Formatting and distributing weekly curriculum.

B. BAPTISM:

1. Providing administrative support for Baptism Classes (2-3 times per year)
2. Overseeing the process of application / attendance / interviews and follow-up required for each baptism candidate.
3. Implementing plans for Baptism services (2-3 times per year - booking facilities, coordinating worship personnel and production team, creating materials for distribution, etc).

C. DISCIPLESHIP PODCASTS, COURSES AND STUDIES:

1. Providing administrative support for the Northview Asks podcast (scheduling rooms, guests, promotion, technical support etc.)
2. Providing administrative and technical support for weekly courses and studies as required (Foundations Course, TLC Semester, and assistance during the year for Men's and Women's including editing materials, scheduling, registration,





NORTHVIEW COMMUNITY CHURCH

JOB DESCRIPTION

Discipleship Administrative Assistant

attendance, admin support for teachers (slides, handouts etc), weekly emails to attendees.

3. Training and scheduling hospitality and tech volunteers (coffee prep, soundboard, audio-visual etc).
4. Be available on-site, as necessary, for audiovisual support and troubleshooting (eg. setting up and running cameras, slides, mics, sound system)

D. CLERICAL/BOOKKEEPING MANAGEMENT:

1. Weekly formatting and posting Devotional Guides online.
2. Reserving meeting rooms and venues for all ministry areas.
3. Requisitioning promotional materials (eg. social media graphics, slides, weekend/newsletter announcements, new study branding, posters, etc) for all projects.
4. Requisitioning any tech equipment and/or support, kitchen, or production needs for all projects.
5. Processing of registration fees and lists from various programs.
6. Editing and compiling teaching materials as requested by the Pastor of Discipleship.
7. Developing and formatting internal promo or teaching materials, as needed.
8. Ordering of materials such as binders, books, pens, etc.
9. Filing of all materials and resources.

E. DATABASE UPKEEP:

1. Creating, building and updating master file lists of volunteers, attendees, teams, baptisms, podcasts, training materials, etc.
2. Updating the Master Calendar and Master Inventory List

F. TECHNICAL DUTIES:

1. Website, Blog, updates
2. Planning Center Online various platforms (registrations, peoples database, groups database, etc)
3. Pro-Presenter for Ministries
4. Setting up, running, and recording Audio and Video in all Downes Road venues, on various equipment as applicable. Editing and publishing videos as needed.

G. PARTICIPATION IN THE DISCIPLESHIP MINISTRY MEETINGS & EVENTS:

1. Attend team meetings
2. Attend and/OR help organize retreat(s), special events etc. (costs associated with registration for these events would be covered by Northview Community Church).
3. Other duties as required. Please note: there will be some weekend, evening, and/or early morning work hours.

QUALIFICATIONS:

Excellent organizational skills; proficient level of word processing skills and demonstrated desktop publishing skills; ability to generate professional PowerPoint or Google presentations; experience using spreadsheet applications and maintaining databases; minimum typing speed of 50 words per minute; experience in making travel arrangements; effective written and oral communication skills; ability to effectively juggle multiple priorities and meet deadlines; ability to take initiative and work effectively with minimal supervision; excellent interpersonal skills; ability to work evenings and weekends as required; in agreement with Northview's confession of faith and philosophy of ministry, both in belief and lifestyle.



NORTHVIEW COMMUNITY CHURCH

JOB DESCRIPTION

Discipleship Administrative Assistant

The incumbent must make Northview Community Church his/her home church.