

POSITION SUMMARY

The Member Care Assistant is a key member of the ministry team, responsible for providing administrative support in one of the church's largest ministry environments including Groups, Engagement, re:generation, Men's Ministry, and Trail Life. This part-time position is up to 20 hours per week and reports to the Director of Groups and Engagement.

POSITION RESPONSIBILITIES

- **Benevolence:** Provide care and support for individuals and families in times of need. Through prayer, guidance, and tangible assistance, we strive to reflect Christ's love and compassion to our community.
- **Ministry Support:** Provide general support, coordination, and execution of daily tasks as assigned by the Senior Director, Director, and Associate. This includes assistance with several ministries, such as Groups, Engagement, re:generation, Men's Ministry, and Trail Life.
- **Administrative:** Communicating with leaders, members, and guests; maintaining accurate data in Planning Center; managing facility requests through eSpace; processing financial data and deposits; ordering and replenishing ministry supplies; and completing other tasks as assigned.
- **Church Safety:** Maintaining MinistrySafe (background checks and awareness training) and the integration with Planning Center required for all volunteers and members. Properly organizing, storing, and disposing of confidential data.
- **Ministry Development:** Assists with the planning, coordination, and execution of events, special projects, and strategic initiatives. Carries out other duties as assigned.

POSITION PROFILE

- **Character:** Has a thriving personal relationship with the Lord and a healthy family life.
- **Experience:** Meets administrative competence, and relevant ministry experience, and a heart for care and service.
- **Relational:** Willing to engage fully and faithfully as a member of the church, constructively and helpfully with church staff, and joyfully with the outreach aspects of the role.
- **Cultural:** Aligns with the beliefs, mission, culture, and values of Central. Embraces the unique dimensions of ministry in the Brazos Valley, and sees this role for its unique missional opportunities.