

# RICHLAND CREEK

## COMMUNITY CHURCH

### Job Description

**Position:** Missions Ministry Assistant

**Status:** Regular, Part-Time, Hourly

**Areas:** Missions

**Reports to:** Missions Pastor

**Wages:** Starting at \$15/hour, with pay commensurate with experience.

#### **Ministry Objective:**

The Missions Ministry Assistant provides administrative and logistical support for Richland Creek's local and global missions efforts, including event coordination, volunteer management, communication and reporting.

#### **Qualifications:**

- Agreement with RCCC's Statement of Faith, Mission Statement, and Constitution and Bylaws and consistently behave in a manner congruent with those beliefs. (see church website)
- Agreement with the 2000 Baptist Faith and Message (see church website)
- Demonstrates spiritual and personal maturity/integrity.
- Strong devotional life and commitment to prayer and an established pattern of church involvement.
- There are no known sin issues that would spiritually hinder the employee from fully participating in the work of the Gospel or representing Christ and Richland Creek well (e.g., pre-marital or extra-marital relationships, pornography, drugs or alcohol).
- Commitment to personal growth in RCCC's mission, and lead others to commit to it.
- Ability to identify, raise-up, equip and work with volunteers.
- Strong organizational skills and attention to detail
- Intermediate to expert level experience with MS Word and Outlook
- Intermediate level experience with MS Excel (formulas) and PowerPoint
- Excellent written, verbal, and interpersonal communication skills, relating well to church staff and members.
- Professional, self-motivated, adaptable, flexible, organized and team-oriented
- Passion for missions and willingness to serve in a support role
- Commitment to spiritual and personal integrity, with a strong devotional and prayer life
- Intermediate to expert level experience with MS Word and Outlook
- Intermediate level experience with MS Excel (formulas) and PowerPoint.

#### **Ministry Responsibilities:**

- Coordinate logistics for short-term mission trips, including volunteer applications, travel arrangements, schedules, lodging, documentation, and financial reports.
- Manage missions-related communication, including drafting and sending emails, updates, newsletters (Disaster Relief, Caring for the Vulnerable, Operation Christmas Child).
- Support the planning and execution of mission events, training, and informational meetings.
- Maintain organized records, files, and systems for trips, partner communication, and event planning.
- Assist with budget tracking, reimbursements and expense reports as needed.

- Serve as communication bridge between staff, volunteers, and mission partners.
- Ordering and organization of supplies (Bibles, tracts, outreach materials).
- Coordinate promotion of missions' opportunities through church communication channels (worship guide, website, social media).
- Provide missions pastor with general administrative support (emails, calendaring, follow up tasks)
- Document preparation for various ministries (calendars, volunteer descriptions, volunteer guides, PowerPoint slides).

**Other Responsibilities:**

- Attend staff outings, events and training as requested.
- Be available to share personal gifts and talents in all areas of the church ministry as needed by church staff and body.
- Strive to maintain unity and a holistic ministry approach in conjunction with the pastoral team and overall church goals.