

# Ministries Associate Director

## Job Description

### **Summary**

The Associate Director leads several ministry areas in the church. This includes consistent public communication, leadership of volunteer teams and recruiting, as well as administration of teams. Your role is to grow your areas of responsibility with excellence and to carry out Center Church's mission to see lives transformed by the gospel.

- Reports to Executive Pastor of Ministries
- Full time position
  - Office Hours: 9a-5p, Monday - Thursday
  - Other Special Events as Assigned
  - Sunday Services and events.
- Salary Range: \$48,000-55,000 per year.

### **Responsibilities**

- **1. Center Students (50%)**
  - Grow the Center Students middle school ministry (20 students) and launch the Center Students high school ministry (0 students) with a consistent large group gathering, adult volunteers, student leaders, and partnering with parents.
  - Responsible for the large group event, discipleship, worship, and execution of Center Students.
  - Ensure alignment with vision and values of Center Church.
- **2. Connections (50%)**
  - Establish systems, practices, and culture to help people visit and connect Center Church.
  - Create an intentional connection and growth pipeline from unconnected community member to covenant member of Center Church.
  - First Time Guest - Weekender - Serving Teams / MCs / Giving - Covenant Membership
- **3. Other responsibilities as assigned / we can discuss specific job responsibilities based on gifting/passion/need (Discipleship Pathway, Missions, Connections, Covenant Membership, Care, Baptism, etc.)**
  - We want to get to know you and your gifts and passions / how they fit with Center Church situation and needs. Then, make a good job description that fits.
- Staff Responsibilities
  - Regular 1x1 meeting with supervisor.
  - All Staff Meetings and preparation
  - Ongoing personal development
  - Other responsibilities as assigned.

### **Competencies/Characteristics**

- Gifted in administration and execution.
- Sufficient and improving communication skills (email, phone, interpersonal, and stage).
- Gifted recruiter, good with people, help keep team staffed and team members low-stress.
- Ability to have tactful and recruiting conversations around volunteer commitment and financial generosity.
- Detail-oriented and thorough in planning and execution so events and responsibilities occur with excellence and low stress.