Ministry Description

Women’s Event Support Assistant

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<tr>
<th>Reports To:</th>
<th>Women’s Discipleship Director</th>
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<td>New:</td>
<td>May 2024</td>
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Purpose Statement of Crossroads Community Church

Crossroads Community Church seeks to transform lives through loving relationships with God, each other, and those who don’t know Jesus yet.

Position Summary

This position is responsible for providing excellent ministry support to the Women’s Discipleship Director (WDD) through spiritual modeling, hosting, scheduling, and implementing aspects of the women’s ministry.

General Qualifications

1. Exhibits a meaningful and growing personal relationship with Jesus Christ as Lord and Savior as evidenced by the demonstration of the fruit of the Holy Spirit.
2. Wholeheartedly agrees with the Crossroads Community Church purpose, values, priorities, mission, bylaws, and lives a lifestyle appropriate to a person in Christian ministry.
3. Willing to be a part of Crossroads Community Church and to pray for others and attend weekend worship service regularly and consistently.
4. Demonstrates skills in relating to and working with people, especially volunteers, church staff, the congregation and others, within a team environment.
5. Manages personal and family life in such a way they model the teachings of God’s Word.
6. Agrees to abide by the staff handbook and sign the Crossroads Statement of Faith.
7. Able to maintain a high level of energy and a positive disposition; and work in teams achieving short- and long-range goals.
8. Serve as a productive and positive team player with the staff.
9. Must pass the pre-employment background screening.
10. Must attend a Crossroads 101 class.

Position Qualifications/Specifications

Minimum/Preferred Experience: At least 3 years of administrative experience preferred.

Knowledge, Skills, Competencies:

1. Above average people skills.
2. Experience working with women.
3. Ability to anticipate ministry needs and address them.
4. Deep understanding of Crossroads’ purpose, values and priorities.
5. Ability to handle multiple projects and tasks simultaneously.
6. Able to move folding tables and chairs as needed for room set ups.
7. Effective communication with Women’s Leadership Team
8. Strong team player – able to work well with both paid staff and volunteers.
9. Strong administrative and time management skills.
10. Experience with Microsoft Office, Outlook and posting to social media platforms (Facebook and Instagram).
Employment Hours Classification: Part Time, 10 hours per week (including nights and weekends), with additional hours as required for Women’s large events as scheduled throughout the year

Job Type Classification: Regular, Part-time

Compensation Range: Salary, $805.00/month

FLSA Classification: Exempt; ministerial exception

### Specific Responsibilities, Principal Duties and Responsibilities

1. Lead Thursday Thrive (bible study), with and under the direction of the WDD.
   - Provide spiritual guidance to study leaders during sessions
   - Provide spiritual support to attendees as needed

2. Member of Women’s Serve Team
   - Meet monthly to review upcoming events, support WDD with feedback and planning
   - Pray leader over various elements of women’s ministry and praying with women at events

3. Help organize and oversee volunteers at Women’s large events as assigned by WDD (e.g., Thrive Kickoff, Greenhouse, Legacy, Summer Tuesdays, Worship & Pie Night, Comfort and Joy, annual conference, special workshops).
   - Set-up, including decorating and food/drink set-up.
   - Greeting, registration check-in
   - Serving/hospitality during the event
   - Clean-up

4. Responsible for updating Women’s Ministry social media accounts (Instagram and Facebook)

5. Administrative Support to WDD, as needed

6. Maintain Women’s storage area and cart organization.
   - Ensure area and carts are ready for events

7. Other duties as assigned by supervisor.