



# RESTORATION CITY CHURCH

## Position Summary

Title: Ministry Assistant

Classification: Part-time, Hourly (80hrs/month, approx. 20 hrs/week)

Position Reports To: Lead Pastor

Hourly Wage: \$25 per hour

Additional Benefits:

- \$100 Monthly Cell Phone Stipend

## Main Responsibilities

- Administrative Support For RCC Operations (50%)
  - Administrative Support for Lead Pastor (10%)
  - Administrative Support for Church Wide Events (10%)
  - General Administrative Support for RCC Operations (30%)
- Managing Processes for Key Ministry Functions (30%)
  - This position will serve individuals and families at key moments in their spiritual journey with Restoration City Church:
    - Benevolence Fund Requests
    - New Small Group Connections
    - New Membership Process
    - Child Dedications
    - Baptisms
- Manage Key External Relationships (15%)
  - Serve as the primary point of contact for the facilities we rent.
  - Coordinate with the Lead Pastor in managing key vendor relationships.
- Participate in all RCC Staff and Congregational Meetings (5%)