

Community Life Associate

Campus: Friends Church/Orange Campus

Church Size: 1,000+

Ministry Scope: 20 hours a week, non-exempt

Compensation: \$25-\$28 an hour

Reports to: Community Life Pastor

About Friends Church

Friends Church - Orange is a growing, multigenerational community located in North Orange County, California. We are committed to becoming a community of authentic Christ-followers, compelled to change our world.

Position Summary

The Campus Community Life Associate purpose is to serve the church by partnering with the Community Life Pastor to coordinate and implement effective ministry programs.

What You'll Do

Responsibilities include, but are not limited to:

1. Lead the Alpha ministry team

- Ensure that the Alpha Program happens 3 times a year
- Recruit and develop appropriate number of volunteers to support the ministry
- Meet weekly with and shepherd the Alpha Director team
- Work with Alpha Hospitality Leads to create and implement a hospitality plan that is appropriate in size and scale of each Alpha that comes in at/or under budget, including weekly meals for the attendees
 - Secure donation partnerships that will allow for greater financial stability
- Secure a location and plan/prepare the Alpha team to lead the day away in a fun offsite location
 - A focus on developing leaders who go on to serve in other ways.

- Collaborate with the Team to organize and manage Alpha events from start to completion.
 - Schedule and lead team planning meetings.
 - Book and manage contracts with vendors and venues.
 - Set budgets and oversee the event income and expenses.
 - Handle communications, i.e. marketing, website, emails.

2. Manage the execution of Grow team ministry projects, including:

- Develop and implement strategies for department programs, projects, and events.
- Cooperate with the Team in the development of systems for effective volunteer utilization, including on-boarding, training, and scheduling.
- Supervise volunteers serving with the Alpha team to ensure the following:
 - Ensure that group data is accurate and updated.
 - Ensure that all grow team volunteers are fully screened.
- Partner with the Campus Coordinator to create and update content on the church website.

Additional Functions:

- Attend and participate in all-staff Friends Church events, programs, and trainings.
- Collaborate with all church departments, as needed.
- Cooperate with the Community Life Pastor by performing appropriate, related duties as assigned.

What We're Looking For

- A passionate follower of Jesus with a heart for missions work and the community.
- Strong organizational skills and excellent communication abilities.
- Team-oriented, humble, and adaptable in a fast-paced ministry environment.

Essential Qualifications

- Commitment to Friends Church Mission Statement and Christian faith.
- Strong organizational and time management skills.
- Excellent written and verbal communication abilities.
- Proficiency in Microsoft Office Suite, Google Workspace, and presentation software.
- Experience with event planning and coordination.

- Ability to work independently and as part of a team.

Preferred Qualifications

- Previous experience in church ministry or nonprofit organizations
 - Knowledge of the Alpha Ministry Course
 - Experience with volunteer management and development
 - Knowledge of budget management and program logistics
 - Familiarity with marketing and promotional strategies
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Join Our Team

If you're called and have a passion to help people explore the basics of the Christian faith and find the answers to life's big questions, [apply today by clicking here](#).

- **Comprehensive Benefits:** Retirement plan with employer match, parental leave, professional development allowance, and generous holiday and sick pay.
 - **Professional Growth:** Opportunities for advancement within a multi-campus church environment, conference attendance, and continuing education support.
 - **Dynamic Ministry Environment:** Access to modern facilities, technology, and resources designed to create engaging experiences for kids.
 - **Collaborative Team:** Work alongside passionate ministry partners, and volunteers who share your heart for NextGen ministry.
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Friends Church is committed to building diverse communities that reflect the kingdom of God. We encourage applications from candidates of all backgrounds who share our mission and values.