

# CHURCH OF THE CITY

## Position Description

**Job Title:** Assistant Ministry Support Facilitator

**Department:** Ministry Support

**Reports To:** Ministry Support Director

**FLSA Status:** Part Time, Non-Exempt

### **Summary:**

The Assistant Ministry Support Facilitator is responsible for the support, collaboration, and/or direct execution, when necessary, of day-to-day tasks as outlined below and in line with the Ministry Support Director's guidance in an effort to assist or supplement the Ministry Support team. Such duties include pre-, present-, and post-responsibilities for services, events, meetings, and gatherings that take place on and within the COTC campus, buildings, and grounds.

### **Essential Duties and Responsibilities**

- Prepare the facility for weekly services and events, both internal and external.
  - Facilitate the setup and transitions of all ministry environments.
  - Ensure all spaces/ministry environments are ready for use by assessing, cleaning, provisioning, or clearance of seating, tables, staging, equipment, etc., within standard safety guidelines.
- Maintain (or assist day porters when available) bathrooms and trash receptacles during mid-week and weekends, especially during services without guidance.
- Assess, contain, and recondition areas of spills, leaks, clogged toilets, etc.
- Perform weekly assigned duties such as, but not limited to:
  - Carpet Cleaning
  - Power Washing
- Monitor the exterior and interior of the building for the following purposes:
  - Ensure floors and halls are clean and clear.
  - Remove/return any ministry materials, supplies, signage not currently in use.
  - Store or dispose of any unnecessary items or trash visible
  - Discover and report any questionable issues (i.e., unwanted animals/pests, health/safety hazards, insufficient inventory of supplies and equipment, etc.).
- Tend to the opening, closing, and securing of the campus and its buildings for specified events, with availability to work evening and weekend events as needed and scheduled.
- Complete requests from other ministries as approved and directed by supervisor, including but not limited to:

*"Lord, I have heard of your fame; I stand in awe of your deeds, Lord. Repeat them in our day, in our time make them known;" Hab 3:2 (NIV)*

- equipment/furniture/decor assembly, installation, maintenance, and relocation; minor floor care
- Gain familiarity of PCO Calendar to understand room reservation requests and maintain inventory and availability of resources.
- Maintain a positive and service-oriented attitude with all vendors, staff, congregants, and any other relationships in line with the department.
- Display effective communication, flexibility, and willingness to adapt to last-minute changes.

### **Membership Requirement:**

Church of the City employees are required to become a Stakeholder of the church within the first 6 months of employment and agree to the beliefs, standards and responsibilities outlined in the [Stakeholder Agreement](#).

### **Qualifications**

A Christian in submission to the Scriptures' authority and the Holy Spirit, as evident in lifestyle. Subscribes to and is in complete agreement with the Church of the City's Statement of Faith. Represents and upholds Church of the City's mission, vision, and culture by demonstrating a solid work ethic, positive attitude, and learning posture.

A successful candidate understands the COTC culture, is proactive, meets deadlines, maintains confidentiality, communicates effectively, performs tasks to ensure workflow runs smoothly and possesses the necessary relational skills (i.e., emotional intelligence, communication, and conflict resolution) to navigate the organization's needs and requests.

The criteria listed below represent the knowledge, skill, experience, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. Qualifications include but are not limited to:

### **Requirements and Competencies:**

- Valid driver's license and insurance
- Demonstrated strength in hospitality and service-oriented
- Flexible with schedule and able to prioritize effectively
- Capability to work independently and within a team environment
- Consistently operate with a collaborative attitude
- Ability to work with various tools and equipment towards essential maintenance
- Must have sufficient physical strength to be able to independently and repeatedly lift and move objects >75lbs

**Education:** A High School level education, or its equivalent required

**General Skills:** Must have general computer skills including a working knowledge of Microsoft Office; protect confidential information; knowledge of general business practices; strong organizational skills and great attention to detail; strong communication skills (written and verbal); ability to adhere to deadlines and execute on tasks and handle multiple, diverse assignments; practical time management skills; ability to work well in teams; demonstrate the ability to be innovative and suggest changes/improvements within the scope of work; anticipate needs and create efficient and effective processes; self-motivated and takes

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responsibility/ownership of tasks; demonstrate flexibility and adaptability to changing situations; demonstrate a high level of service, friendliness, and etiquette consistent with the culture of the church.

**Experience:** A satisfactory equivalent of education, training, and experience in related fields and/or educational disciplines, sufficient to qualify for the position's requirements.

### **Physical Requirements**

- Ability to lift or carry objects >75lbs
- Ability to either sit for extended periods or stand for extended periods
- Ability to move about to accomplish tasks related to role, including climbing stairs and ladders

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