

POSITION DESCRIPTION

The Sunday Ministry & Events Assistant will support various ministries to execute the activities and objectives of Santa Barbara Community Church. The Sunday Ministry & Events Assistant is responsible for assisting the administrative and operational ministry, including but not limited to: Sunday morning support; recruiting, developing, scheduling, and retaining volunteers and other clerical duties related to the role as needed. The ideal candidate will be comfortable directing and working alongside the Sunday Facility Assistants as well as assisting staff and church family during Sunday service times. The Sunday Ministry & Events Assistant will recruit, equip, encourage, and spiritually challenge volunteers weekly while modeling servant-style leadership within a growing and diverse congregation.

QUALIFICATIONS

- Commitment to Christ as Savior and a life of worship and faithfulness
- Agreement with SBCC vision, statement of faith, core values, and theological distinctives
- Willingness to co-labor with other members of the SBCC staff in a spirit of joy, humility, and curiosity for the advancement of SBCC vision and mission; teachable and open to feedback and accountability
- Strong organizational, planning skills
- Evident people skills
- Excellent communication skills, both verbal and written
- Bachelor's degree preferred but not required

PRIMARY RESPONSIBILITIES

Oversight of Sunday Operations Support

- Direct Sunday Facility Assistants throughout the morning to set-up and tear down for Sunday services, ministry activities and coffee service
 - Work during week to assist ministry staff to prepare for Sunday services
 - Train, supervise and schedule Sunday Facility Assistants
 - Generate and submit timecards for Sunday Facility Assistants
- Maintain Sunday coffee and ministry supplies
- Recruit and manage volunteers

Ministry Staff Support

- Provide administrative support to ministry staff midweek as needed
- Provide operational support to ensure the smooth running of the ministries and facilities (e.g. laundry, kitchen and office organization)
- Purchasing ministry supplies on a weekly basis (e.g. coffee, communion, office, and ministry supplies)

ADDITIONAL RESPONSIBILITIES

- Attend weekly staff meetings, when possible
- Provide assistance in planning and implementing special events (e.g. Christmas/Advent activities, Easter, and other special events) throughout the year

OTHER EXPECTATIONS

- Live out partnership with SBCC including generous giving, regular worship attendance, church membership, and small group involvement (either as a member or leader)

HOURS AND SALARY

15-20 hours/week (not to exceed 20 hours)
\$25-\$28/hour, depending on experience

FOR MORE INFORMATION

If interested in applying please submit resume and cover letter to hr@sbcommunity.org.