



POSITION DESCRIPTION

Groups Ministry Assistant

Scope of Work:

Provide administration, ministry support, communication, coordination and systems development for all groups initiatives in collaboration with the Groups Ministry Team.

Reporting Relationship: Responsible to the Groups Pastor.

Specific Duties:

1. Be the face and representative for Groups ministries at services and events as needed, providing quality customer service to church and community contacts.
2. Develop and coordinate annual and seasonal calendars for Rooted and Life Groups.
3. Manage and coordinate onboarding of new Rooted and Life Group members: promotion, registration, communication and administration.
4. Help facilitate recruiting, onboarding, training, purchasing/creating materials, and weekly communication for new and existing Rooted and Life Group Facilitators.
5. Manage Groups database systems: train and troubleshoot with group leaders to ensure effective use to maintain rosters, attendance, communication and group-finder.
6. Provide administrative support for the Groups ministry staff and volunteers as needed as well as managing communications/coordination with other ministry areas and community partners.
7. Coordinate with the Creative Communication Team to produce effective and engaging graphics, promotional materials, videos, web and social media, and group study materials.
8. Help to strategically plan and manage tasks, calendars and facilities requests alongside Groups Pastor.

EXPERIENCE:

1. Interpersonal and relationship building skills.
2. Experience in, and passion for, small group philosophy and strategy for evangelism and discipleship.
3. Administrative experience - strong written and verbal communication skills, typing ability (preferably 70-90 wpm), good organizational skills.
4. Knowledge of and experience with social media.
5. Technically proficient, e.g. Word/Excel, Adobe Suite, Google suite, Zoom/Google Meets
6. Project management knowledge and understanding of tools (i.e. Trello, Slack)
7. Experience in, sensitivity to, and a passion for a mid-urban ministry setting and the variety of cultural and socio-economic backgrounds.
8. Bilingual-Spanish a plus.

REQUIREMENTS:

1. Must make Purpose Church your home church and agree with the vision, mission, and value statements of Purpose Church (see attached).
2. Must agree with and abide by the Statement of Faith and Church Practice of Purpose Church (see attached).
3. Must align with the Culture Values of Purpose Church (see attached).

ABOUT PURPOSE CHURCH: Purpose Church is a 150 year old Non-Denominational, multi-ethnic, multi-generational church located in a mid-urban setting in Los Angeles County with a vision to see Everyone Everywhere Following Jesus! We currently have two campuses; our original campus in Pomona and our two-year-old campus in Claremont. Together we have a long history of positive influence and impact in our cities, the larger Inland Empire, and across the world. Purpose Church is passionate about the next generation and believes they are not the church of tomorrow but of today! We are looking for a great new addition to our dynamic, gifted, innovative, and friendly staff and volunteers. The ideal candidate values collaboration, reaching students and families in creative and intentional ways, has a strong work ethic, brings the fun in life and ministry, and loves to laugh! To learn more about Purpose Church or our Student Ministries, visit our website: www.purposechurch.com.

TERMS: This is an hourly, part-time 25 hours per week position beginning January 1, 2021. Sick time will be accrued according to State law as outlined in the Employee Ministry Handbook.

START DATE: January 1, 2021

To apply, submit your resume and a cover letter and/or video introduction to GreggS@purposechurch.com by December 6, 2020



VISION. MISSION. VALUES.

VISION

WHERE ARE WE GOING?

Everyone everywhere following Jesus [Matthew 28:19-20]

MISSION

HOW DO WE GET THERE?

Helping people find their purpose to: [Matthew 22:37-39]

Connect with God

Connect with Others

Connect Others with God

VALUES

WHO ARE WE BECOMING?

Found people find people. [JOHN 1:40-42]

As a follower of Jesus, you are called to find and reach those who don't know Him.

We are better together. [HEBREWS 10:24-25]

God created you to share life with others.

Growing people change. [ROMANS 12:2]

As you follow Jesus, you will always have a next step to take.

Everyone is designed to serve. [1 PETER 4:10]

God made you to make a difference when you serve others.

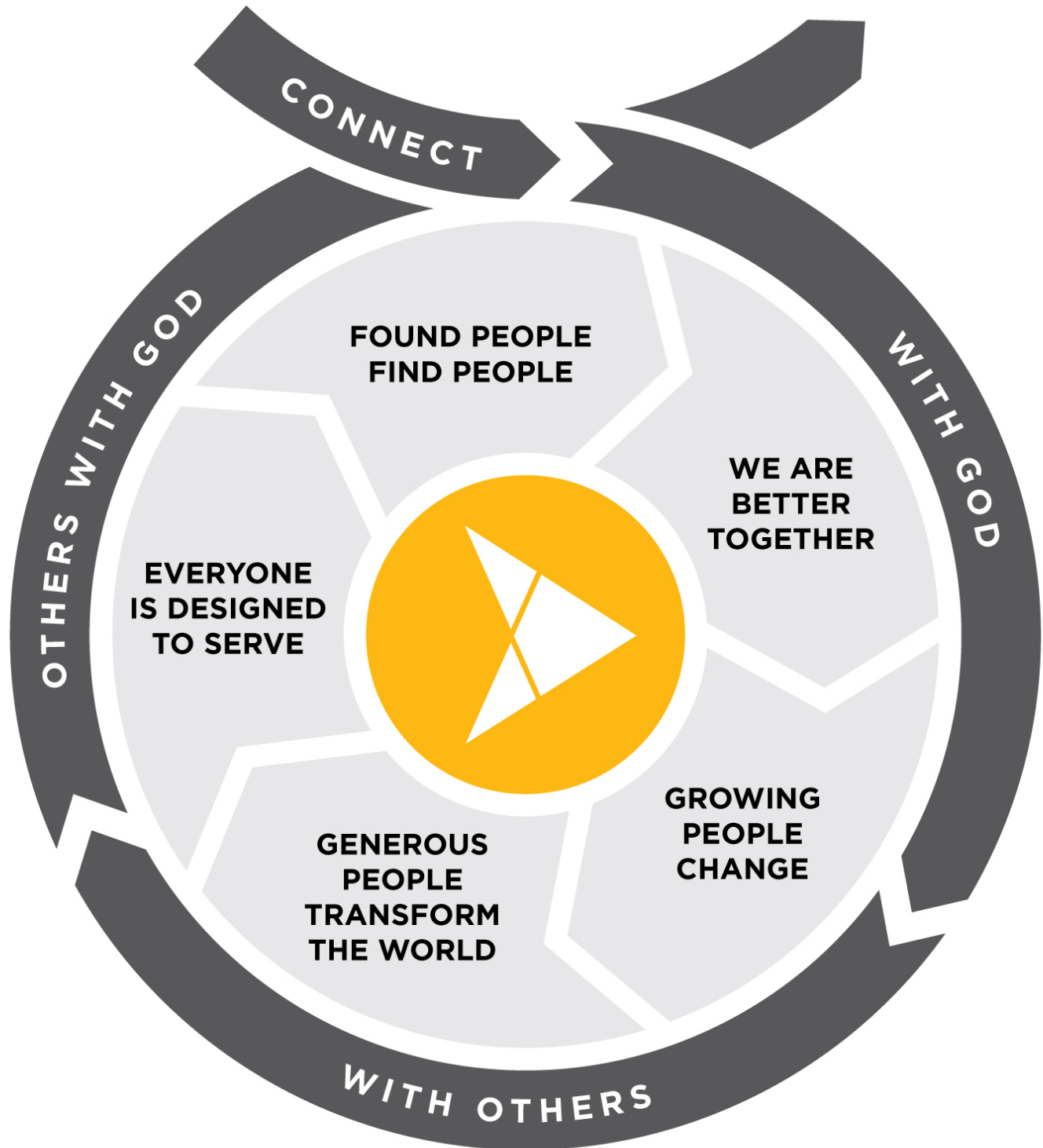
Generous people transform the world. [1 TIMOTHY 6:18]

The local church is the best place to invest financially because every dollar you give goes further faster.

PURPOSE CHURCH

VISION LOOP

EVERYONE EVERYWHERE
FOLLOWING JESUS



PURPOSE CHURCH | WE BELIEVE...

THE BIBLE

That the Bible, composed of the Old and New Testaments, is the divinely inspired Word of God, the final and trustworthy authority for faith and practice. It is to be interpreted responsibly under the guidance of the Holy Spirit within the community of faith. The Bible clearly reveals the essentials necessary for Salvation and the basics of how to conduct our lives. It is the true center of Christian union, and the supreme standard by which human conduct, creeds, and opinions shall be tried.

Scripture: Deuteronomy 4:1-2; 2 Timothy 2:15, 2 Timothy 3:16-17; 2 Peter 1:20-21

THE TRINITY

That there is only one true and eternal God consisting of three co-equal persons: Father, Son, and Holy Spirit.

Scripture: Genesis 1:1; Deuteronomy 6:4; Psalm 2:7; Psalm 51:11; Isaiah 7:14; John 1:1-18; John 4:24; John 14:6-13; Acts 5:3-4; Galatians 4:6; Hebrews 1:8; 2 Peter. 1:17; 1 John 4:13

HUMANITY

That God created humankind in the Divine image. Through Adam's fall all became sinful, lost, and condemned. Each human being by deliberate choice participates in sin and is in need of Redemption through Christ.

Scripture: Genesis 1:26-30; Romans 1:19-32; Romans 5:12-21; Ephesians 2:1-22

JESUS

That Jesus Christ is God's Son, begotten of the Holy Spirit and born of the Virgin Mary, fully divine and fully human, the eternal and pre-existent Word. By His death Christ made full atonement for our sins, and by his resurrection showed Himself to be the Lord and giver of life to all who believe.

Scripture: Luke 1:34-35; John 1:1-3, 14; Hebrews 1:1-3; Hebrews 4:14-15

SALVATION

That God offers forgiveness of sin and justification through faith in Christ Jesus apart from works. Such Redemption is received by human individuals as God's gift upon repentance from sin and faith in Jesus Christ. Through Christ the believer becomes a new creation whose mind and will are transformed by the power of the Holy Spirit from loving sin, to loving the Lord with all our heart, soul, and mind, and loving all people as we love ourselves.

Scripture: Matthew 22:37-38; Matthew 28:18-20; Acts 1:8; Ephesians 2:8-22; 1 John 1:6-2:11

CHURCH

That the Church is a community of faith consisting of regenerated believers with Christ as Lord. Such believers claim a personal relationship to God through Jesus Christ, are indwelt by the Holy Spirit, follow the Lord in believer's baptism by immersion, share in the Lord's Supper, gather regularly for worship, and covenant for mutual edification and care-giving.

Scripture: Matthew 16:15-19; Acts 16:30-33; Romans 10:9-10; 1 Corinthians 6:19; 1 Corinthians 11:23-26; Ephesians 1:22-23; Hebrews 10:23-25

PURPOSE

That the Church is called to proclaim the Good News of Jesus Christ and God's reconciling grace in the power of the Holy Spirit, inviting persons to receive salvation and follow Christ as His disciples. As disciples, we seek justice for all persons and the reform of society.

Scripture: Matthew 28:18-20; Acts 1:8; Galatians 3:26-28; James 1:27; James 2:8

HEAVEN

That Jesus Christ will return visibly, at which time He will raise the dead and judge all people. Believers will enjoy eternal fellowship with God as they participate in the fullness of His eternal reign, while unbelievers will suffer eternal separation from God.

Scripture: Matthew 24:29-31; Matthew 25:31-46; 1 Thessalonians 4:14-18; Revelation 20:4-6, 11-15

PURPOSE CHURCH | CULTURE VALUES

HOW DO WE SERVE TOGETHER?

ONLY GOD CAN [JOHN 15:5]

HOW AM I DEPENDING ON GOD'S POWER AND PLANS?

LEAD WITH COMPASSION [COLOSSIANS 3:12-14]

HOW AM I VALUING THE PERSON IN FRONT OF ME?

SIDE BY SIDE [ECCLESIASTES 4:9-10]

HOW AM I SUPPORTING THE PEOPLE I SERVE WITH?

START WITH YES [PHILIPPIANS 4:9-10]

HOW AM I LEADING AND RESPONDING WITH POSITIVE SOLUTIONS?

CHAMPION INNOVATION & EXCELLENCE [1 CHRON 12:32, COL 3:23]

HOW AM I DEPENDING ON GOD'S POWER AND PLANS?

ALWAYS GROWING [PHILIPPIANS 3:12]

HOW AM I PURSUING SPIRITUAL, PERSONAL, AND PROFESSIONAL WELLNESS?

FEARLESS HONESTY [2 CORINTHIANS 1:12]

HOW AM I BEING OPEN AND REAL WITH GOD, MYSELF, AND OTHERS?

MAKE IT FUN [PROVERBS 17:22]

HOW AM I BRINGING JOY TO EVERYTHING WE DO?

DIVERSE & UNIFIED [GALATIANS 3:28]

HOW AM I INCLUDING DIVERSE PEOPLE AND PERSPECTIVES AS WE WORK TOWARD A UNIFIED VISION?

OWN THE VISION [MATTHEW 28:18-20]

HOW AM I ADVANCING OUR VISION, MISSION, AND VALUES?



CULTURE VALUE DESCRIPTIONS

ONLY GOD CAN - Only what we do by the power and direction of God will have lasting eternal value. Instead of beginning with our ideas, plans, abilities and strength, we need to always begin and end with complete dependence on God.

LEAD WITH COMPASSION - Jesus said the world would know we are His followers by our love. This is true in the way that we lead. We are called to serve and lift others up rather than using our position for our own interests or advancement. In everything we say and do we are servant leaders who show value and compassion to each person we encounter.

SIDE BY SIDE - We are not working in isolation, nor are we working for our own agendas or departments. We are called to work side by side with everyone God gives us to serve with and to value the unique gifts and perspectives each person brings. As we work side by side and offer support and encouragement to one another, we are better able to carry out our common vision, mission, and values.

START WITH YES - When someone comes to us with a question or an idea, we will lead with positive solutions of what we can do rather than shutting them down or out by leading with what we cannot do. This does not mean we are to say “yes” to every idea or proposal. When we do have to say “no” we are to do this with positivity, gentleness, and respect.

CHAMPION INNOVATION AND EXCELLENCE - To be innovative is to be ahead of the curve, to understand the times and what is needed both now and into the future. To be excellent is to be thorough, compelling and inspiring. We believe that innovation and excellence are better together, and we are committed to modeling excellence in the ways we create and implement new ministries and ideas.

ALWAYS GROWING - We are committed to being people who lean in to our own personal, spiritual, and professional well being. We will not approach our work or free-time with an attitude that asserts that our growth is someone else's responsibility. Instead, we will be people who make healthy development a regular part of our lives. We will create a culture of constant growth and renewal as individuals and as an organization.

FEARLESS HONESTY - We will commit to lovingly and truthfully sharing our hearts--both the joys and the frustrations--knowing that being honest leads to greater understanding and clarity. Likewise, we commit to listening with grace and understanding when hard conversations present themselves, knowing that we serve a God who actively listens to us. We will choose personal integrity over cutting corners—being honest with God, ourselves, and others. In order to see everyone everywhere following Jesus, we must be truthful and willing to talk through what is getting in the way of that dream becoming a reality.

MAKE IT FUN - There's nothing better than serving with people that make you smile and laugh! We want to be people who make the fun, not just wait for the fun to come to us. We bring joy to meetings, conversations, ministries, and events! Life is hard and often times painful and we are called to mourn with one another. But we are also called to rejoice! An element of fun and joy can help us see difficult situations through a different lens.

DIVERSE AND UNIFIED - The Church is a diverse gathering of people from all around the globe who may differ in thought on a variety of secondary issues, but always stand unified in their belief that Jesus is the hope of the world and apart from Him there is nothing worth living for. Our diversity reflects God's creativity and displays a better picture of Heaven. Our diversity does not divide us but unifies us as we celebrate God's brilliance in creating race, ethnicity, male, female, talent, and generations. We are a people brought together not because of our age, stage, appearance or giftedness—but because God has called all people to Himself and sends us out to reach all people!

OWN THE VISION - Our church community will only embrace our vision, mission and values to the extent they see their leaders embracing them. So we will lead by example in living them out in our personal lives. We will champion them every opportunity we get. And we will launch, evaluate, and develop our ministries based on how closely they align with, and how effectively they fulfill, our vision.

