

OAKHILLS

C H U R C H

Our Mission: *“We are the Body of Christ called to be Jesus in every neighborhood in our city and beyond.”*

Our Values:

- Unity:** We seek to promote unity in the Body of Christ.
- Grace, Truth and Faith:** We offer grace, stand for the truth, and live by faith.
- Family:** We embrace the family as the core teaching and discipling center.
- Inclusivity:** We invite all people to belong to Christ’s community regardless.
- Every Believer a Minister:** We view every believer as a minister.
- Prayer:** We seek God in all decisions through prayer.
- Neighborhood:** We organize our efforts around neighborhoods.

Job Title:	Ministry Associate	Status:	Part-Time (29 Hours)
Department:	Children’s Ministry	FLSA:	Non-Exempt
Reports to:	Children’s Ministry Director	Job Class:	Professional
Supervises:	None	Minister Designation:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Work Week:	Primarily Weekend Services through Thursday	Driving:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

- I. **Job Summary:** This position provides support to the assigned ministry by developing volunteers, planning events, discipling children and leading programs at the Journey Fellowship Campus.

- II. **Primary Duties and Responsibilities:**
 1. Practice and promote the OHC Values.
 2. Contributes to the implementation of ministry plans by encouraging, motivating, and serving.
 3. Collaborate with the Minister/Director in the development, implementation and evaluation of weekly programming and events such as worship gatherings, small groups, and serving opportunities.
 4. Assist in the coordination and implementation of Church-wide ministry strategies and events to reinforce discipleship and faith development.
 5. Process volunteer applicants timely.
 6. Assist in the recruitment and equipping of volunteer leaders.
 7. Assist Director/Minister with weekend services and pastoral ministry duties such as, baptisms, hospital visits, coordinating counseling and prayer as needed.
 8. Provide service opportunities to serve in the community and neighborhood.
 9. Other duties and responsibilities as assigned.

- III. **Minimum Qualifications:**
 1. Two (2) years of accredited college or university (60 hours) or Associates Degree.
 2. One (1) year of experience working with children or students.
 3. Experience can substitute for education.
 4. Current Texas driver’s license (Incumbents with out-of-state license must attain Texas license within six (6) months of employment).

- IV. **Knowledge and Abilities**
 1. Knowledge in relational intelligence, grace and cross cultural sensitivity.
 2. Knowledge and ability in personal/ project management principles, administration practices, organization techniques, and methodologies.
 3. Knowledge of advance computer office applications and equipment.
 4. Knowledge and experience with expense tracking/reporting and administration.
 5. Ability in developing leaders and team members for effective ministry.
 6. Ability to communicate clearly and effectively through both verbal and written means.
 7. Ability to establish and maintain effective working relationships.

8. Ability to build and promote a team culture through relational collaboration and motivating team members.
9. Ability to plan, organize projects and prepare detailed reports and presentations.
10. Ability to use computers and a variety of software applications.

V. Physical Requirements and Working Conditions

Occasional lifting/carrying up to 10 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily inside an office environment.

VI. OHC Staff Expectations

1. Active and personal relationship with Jesus Christ.
2. Actively practices personal spiritual disciplines and leads with humility, character, and love.
3. Personally engaged with OHC mission, vision and strategy.
4. Actively engaged in the OHC mission to be Christ in your own neighborhood.
5. Attend Life with OHC and become an OHC member within six (6) months of employment.
6. Partner with other departments to lead, promote, and/or implement ministry initiatives and events.

Revised: June 2019