

Deacon & Groups Program Associate

CPC Vision

To boldly extend the invitation Jesus makes to us, to everyone.

Overview

The Deacons & Groups Program Associate will provide leadership and development to both the Deacon ministry and Groups ministry. This person will be successful when the Deacon ministry is developing CPCers in their ministry leadership and when the Groups ministry is growing, both in depth and engagement. This position reports to the Executive Pastor for Deacon programming and to the Pastor of Groups & Community Life for all other duties.

PRIMARY RESPONSIBILITIES

- Work in partnership with the Executive Pastor, to guide and manage the Deacon ministry
 - Participate in nominations process and recruitment of Deacons
 - Lead the onboarding process of new Deacons into specific ministry areas of CPC
 - Serve as the liaison between Deacons ministry and other ministry areas of CPC
 - Collaborate with Executive Pastor to continue developing training and leadership development content used in Deacon meetings
 - Manage the logistics of all Deacon meetings
 - Build and strengthen relationships with Deacons throughout their time serving
- Work with the Pastor of Groups & Community Life to provide support to Mom's Morning lay leadership
- Collaborate with Groups Team to maintain and develop on-ramps for new and continued engagement in the area of Groups ministry in order to encourage and support the discipleship of all ages and stages at CPC
- Support the work of the Engagement Team by connecting with those who are new to CPC and helping them take a next step in Groups ministry
- Work with Groups Team to coordinate recruitment for programs and events
- Collaborate with the Communications Team around messaging and promotion
- Participate in the recruitment of new lay leaders for various programs and events in Groups ministry
- Cultivate and maintain relationships with lay leaders in Groups ministry and provide resources as needed
- Plan and coordinate special or annual events with Groups Team
- Utilize Planning Center Online (PCO) database in all aspects of role including advancement ministry

OTHER DUTIES

- Meet regularly with Pastor of Groups & Community Life and/or Executive Pastor, for development, encouragement, feedback, and accountability
- Attend CPC staff meetings and other staff events/retreats as determined by the Pastor of Groups & Community Life
- Participate in and attend weekly Groups team meetings
- Other duties as assigned



MINIMUM REQUIREMENTS

- Actively pursuing a relationship with Jesus Christ
- Commitment to make CPC your home church and faith community
- Alignment with [CPC mission, values and statement of faith](#) and [ECO Essential tenets](#)
- Strong organization skills with attention to detail
- Proactive communicator, collaborative spirit, and team player
- Aptitude for prioritizing tasks in order to complete projects
- Confident self-starter and multi-tasker
- Ability to engage with congregation, lay leaders, and volunteers in authentic, relational ways
- Working knowledge of Microsoft Office (Outlook, Excel, Word)

PREFERRED REQUIREMENTS

- BA/BS degree relevant to ministry work and/or ministry experience
- Working knowledge of PCO
- Basic understanding of vocational ministry with a desire to learn more

PHYSICAL REQUIREMENTS

- Ability to sit, walk and/or stand for extended times.
- Ability to occasionally lift, carry and/or move 10-25 pounds.
- Ability to perform tasks involving keyboard and computer monitor, requiring ability to grasp and utilize finger dexterity and visual acuity

POSITION REPORTING: Deacons & Groups Program Associate reports to the Pastor of Groups & Community Life

HOURS: This is a part-time, hourly (20 hours per week), year-round, non-exempt position

This job description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested.

For further information, or to submit a resume and cover letter, email or mail to:
employment@cpcedina.org