



# ROLLING HILLS COMMUNITY CHURCH

FAMILY MINISTRY TEAM ADMINISTRATOR  
Franklin

## RELATIONSHIPS

**DIRECT**  
Family Pastor

**INDIRECT**  
Student Pastor  
Children's Minister  
Preschool Minister

## GIFT SET

Written + Verbal  
Communication  
Planning  
Marketing  
Multitasking  
Team Player  
Flexible

**Technical**  
Typing

Proofreading/Editing  
Window and Mac OS  
Microsoft Word  
Microsoft Excel  
Google Docs  
Ministry Platform

## COMPENSATION

Part Time, 25 hours/week  
Non-Exempt Position

## OBJECTIVE

The primary function of the Family Ministry Team Admin is to provide administrative support to the staff members of the Family Ministry Team.

## EXPECTATIONS

- Be a participating partner at Rolling Hills by attending and serving faithfully.
- Be a committed Christian with evidence of a growing relationship with Jesus Christ.
- Be a servant leader to the overall church body.
- Participate in Community Groups, church events, and functions.
- Be able to manage multiple tasks while maintaining a pleasant attitude and positive ministry outlook.

## QUALIFICATIONS

- Good written and verbal communication skills.
- Creative approach to planning and marketing for ministry.
- Team player capable of serving in a variety of capacities.
- Highly motivated to serve and accomplish goals.
- Flexible and able to multi-task well.

## RESPONSIBILITIES

- Attend a bi-weekly all Family Ministry Team Staff Meeting.
- Regular communications via e-mail and phone with parents of children/students.
- Online purchasing and setting up distribution of ministry supplies for all campuses.
- Tracking and reporting of ministry attendance for both campuses.
- Assist in the preparation and implementation of special events and activities.
- Process and maintain confidential records of volunteer child abuse safeguard training.
- Keep up-to-date records in Ministry Platform.
- Help maintain and sustain follow-up system.
- Be a liason between the Communications Team and Family Ministry Team with graphics, social media, and website updates.
- Assist Family Pastor with team outings, meetings, and events.

## TO APPLY

Fill out the [this](#) application. Be sure to attach your resume.