

Discovery Land Café Ministry Assistant

Team: Discovery Land

Job Title: Discovery Land Café Ministry Assistant

Reports to: Director of Discovery Land

Status: Part-time (approx. 10-12 hours per week); Non-exempt

Position Summary:

Serve our DL families by running coordinating all aspects of the Passport Café to run on Sunday mornings.

Responsibilities:

- Oversee the Discovery Land food service volunteer teams
- Assist with recruiting volunteers to prepare and serve treats between services
- Assist with recruiting teams to prepare and implement DT food items for Sunday morning
- Assist with training volunteer teams (everything from baking skills to personal development)
- Write weekly team emails
- Find subs as needed
- Set expectation for a clean and professional kitchen
- Have towels and washcloths washed weekly
- Set the between-services treat schedule
- Keep track of inventory of supplies and order supplies as needed for both kitchen areas
- Purchase all necessary supplies as needed
- Handle setup and snacks for receptions after DL Baptisms
- Recruit and oversee helpers to set up, serve and clean up meals or treats for DL special events and trainings

Position requirements:

Personal

- Personal relationship with Jesus Christ
- Spiritually mature and has a passion to continue to grow in their faith on a daily basis
- Publicly and privately has a lifestyle that honors God based on God's Word
- Seeks to grow and be held accountable to Christ like attitudes, words, actions



APPLETON ALLIANCE CHURCH

*Connecting the world with **God** and **one another***

Interpersonal Skills/Traits

- Positive attitude, friendly and outgoing
- Problem solving/crisis management skills
- Ability to effectively lead people and build teams
- Ability to multi-task quickly and effectively
- Resourceful
- Excellent organization skills
- Works well within systems/structure
- Detail oriented
- Team Player
- Flexible and enjoys fast-paced ministry

Technical Skills

- Proficiency in Microsoft Word, Google
- Good oral and written communication skills
- Ability to easily learn additional programs or equipment

Other Requirements

- Dedication to the ministry of AAC and DL
- Preference will be given to those who are familiar with Appleton Alliance Church/Discovery Land and have been a part of our church community.

STRATEGIC FRAMEWORK

VISION/PURPOSE:

Connecting the world with God and one another.

MINISTRY VALUES

1. Bringing glory to God and reaching people for Jesus Christ drives everything we do.
2. All of our ministries are to be Biblically sound, culturally relevant, and supported with prayer.
3. God's Word is truth, and we trust it above anything else to make a lasting impact on those we touch.
4. Individual and corporate worship is critical to our spiritual health and relationship with God.
5. Our fellowship is focused on shepherding and caring for one another.
6. Our evangelism is driven by a sincere burden for all people and is worldwide in its impact.
7. Our ministry is done with excellence and sense of urgency because it honors God and inspires people.
8. We will never lose sight of our vision.

MINISTRY PHILOSOPHY

Simple Purpose, Simple Church

Our purpose is simple: Connecting People with God and One Another. Our church structure, programming and ministries will follow our simple discipleship process. All we do will be understandable and easily accessible. We will strive to have a minimum amount of bureaucracy.

Strategic and Effective

We minister with a sense of urgency; the stakes are heaven and hell for the people we serve. Everything we do will be strategically planned, focused on the vision and measured for outcomes. Our measure of "success" will be conversions, baptisms, spiritual growth and maturity, and the completing of the Great Commission.

Felt Needs First, Prescribed Needs Second

We will seek to meet people's felt needs first, then move people to the "prescribed" needs outlined in the Bible.

STRATEGIC FRAMEWORK (continued)

Come and See - Go and Be

We will partner with the congregation in doing Kingdom work. The staff's role will be to provide clear vision and effective programming. The congregation's role will be to invite people to come and experience what God is doing through Appleton Alliance Church and eventually engage in the discipleship process. We also encourage ministries and individuals to "go and be" the reality of Jesus Christ by sharing Christ's love through personal evangelism, community service and world missions.

Healthy Relationships

We work together as a team. We keep short accounts, will not let conflict simmer and have a never-ending focus on the vision. We will maintain a broad view and will not tolerate turf wars or personal kingdom building.

Servant Leadership

We have a towel over our arm at all times. We have a positive attitude of joyful, humble service towards each other and the people we serve in and outside of our church.

Stronger Together

We will be a ministry that strategically and intentionally integrates ministries so they link together to produce healthy disciples of Christ that can advance the Kingdom as one.

Complementarian

Men and women equally share in the blessings of salvation; nevertheless, based on Scripture, some governing and teaching roles within the church are restricted to men.

Healthy Leadership

We are healthy, high-capacity individuals. We maintain our spiritual, emotional, relational, mental, and physical health by keeping our priorities straight. We live up to our commitments to others and live lives of integrity, at home, at church, and in the community.

Equip Future Leaders

We will train, equip, and empower young leaders in all ministries to remain relevant and effective, both for today, and for future generations.