

Global Connections Administrative Assistant

Team: Global Connections

Reports to: Executive Pastor of Outreach and Care

Status: Part-time (20 – 25 hours per week) -- non-exempt

Position Summary Statement: This position will work with the Executive Pastor of Outreach and Care and the Global Connections Ministry Assistant to assist with administrative tasks and ministry events.

Position Overview:

- Contribute to the vision of Global Connections (Connecting the World with God and One Another) and to the promotion of Global Connections throughout the church.
- Give excellent organization to a quality Global Connections ministry.

Responsibilities:

- Assist with Short-team mission team (STM) preparation including printing team booklet, processing contributions, and reconciling month-end reports.
- Update the Global Connection monthly prayer guide with prayer requests and praises from missionaries, sister churches and partnerships.
- Assist with the coordination of global partnerships relating to communication, travel and hosting our church partners.
- Assist with the Global Connections Conference week including participation on the planning committee, assisting with promotional materials, and creating and updating the schedule for our guests.
- Promote and help organize Global Connections ministry events.

Position requirements:

- A committed, growing follower of Jesus Christ
- Authentic and consistent in his/her own spiritual walk and relationships
- Positive team player who is marked by optimism and enthusiasm
- Good organizational skills and communications skills, both written and oral
- Minimum of at least one year of college in a related field



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 the world 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.

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 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.

STRATEGIC FRAMEWORK (continued)

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.