

# Hortonville Ministry Assistant

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**Team:** Community Congregations

**Reports to:** Director of Discovery Land/Location Coordinator - Hortonville

**Status:** Part-time (20-25 hours per week); Non-exempt. Hours include regular nights and weekends.

**Position Summary:**

An organized, efficient, and motivated individual who values excellence as they assist in the planning, organizing, and executing of ministry at the Alliance Hortonville location.

**Responsibilities:**

- As assigned, provide support to volunteers to ensure excellence in set-up and execution of Discovery Land weekly Sunday and Tuesday ministries, as well as Sunday morning services.
- Provide administrative support to Hortonville Staff as needed.
- Assist in providing weekly communication to the congregation and volunteers through social media and emails, as well as the creation of signs and fliers.
- Assist in ordering/purchasing supplies for the operation of Discovery Land Hortonville and weekend services.
- Ensure the Grid and PCO accurately reflect ministry event planning and needs.
- Assist in planning for and executing special events, such as the Hortonville Family Picnic and the Volunteer Appreciation Christmas party, as well as multi-location events as assigned.
- Assist in maintaining a welcoming, tidy, and organized facility of excellence.
- Other tasks as assigned weekly.

**Position requirements:**

- A committed, growing follower of Jesus Christ.
- Authentic and consistent in his/her own spiritual walk and relationships.
- Maintain family and personal integrity based on II Timothy.
- A desire to learn and understand Alliance Discovery Land policies, procedures, and philosophy.
- Ability to follow written and verbal instructions with great attention to detail.
- Good oral and written communication skills.
- Positive attitude, friendly, and outgoing
- Problem solving skills.
- Ability to multi-task quickly and effectively and prioritize work responsibilities.
- Excellent organizational skills
- Works well within systems/structure
- Flexible and enjoys fast-paced ministry.
- Strong interpersonal skills with ability to interact with people in a positive, courteous, and professional manner.



- Excellent planning, organizational, follow-up, and administrative skills
- Teachable spirit with an eager readiness to serve.

**Time requirements:**

- Schedule varies.
- Requires flexibility and availability to take calls before/after normal office hours.

# STRATEGIC FRAMEWORK

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**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 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

### 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