



PARKVIEW
COMMUNITY CHURCH

Spiritual Formation Administrative Assistant
(Date Posted: 3/19/2015)

Job Title: Spiritual Formation Administrative Assistant, Parkview Community Church Glen Ellyn, Illinois

Reports to: Spiritual Formation Pastor

Position Type: Part-time, Hourly Employee

Objective: To assist the Spiritual Formation Pastor in removing barriers and creating environments and opportunities for people to develop relationships with others and grow in their relationship with Christ.

Key Skill Sets:

- Ability to handle large quantities of details and proofread
- Anticipate problems and problem solve
- Energized by connecting people in relationships
- Self-motivated and possesses the ability to work independently
- Ability to be in the office 12-15 hours a week
- A passion for spiritual growth, discipleship and group ministry for adults
- Ability to work in a collaborative environment
- Good communicator and patient

Job Description

Assistant to Spiritual Formation Pastor

- Process bills, check requests and credit card statements
- Assist in inputting details across all areas of ministry in Spiritual Formation Department
- Ask questions to bring clarity and help develop ministry further
- Serve as a liaison between Spiritual Formation Pastor and key leaders
- Assist in the development of connection events
- Assist in any needs that may arise to further develop Spiritual Formation Ministry
- Speak with congregants and attendees to help them take their next steps in faith journey
- Assist ministry team with staff-wide events or programs

LifeGroups

- Adhere to communication and marketing timelines and strategies
- Data Entry: Obtain details and update group database
- Empower leaders to utilize database
- Serve as an advocate for LifeGroups
- Assist in ongoing development of Spiritual Formation Ministry at Parkview

Wednesday Nights

- Recruit and oversee team to assist with Wednesday Nights (9 weeks each fall and spring)
- Connect with class leaders to ensure spaces, technology and resources are obtained, available and setup as needed
- Develop signup pages

To apply for this position, please send resume to Kim Whetstone, Spiritual Formation Pastor, at kim@parkview.cc. For more information on Parkview, please visit our website at www.parkview.cc.



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