

Ministry Area: OPERATIONS

Reports to: Operations Director

Ministry Area Purpose: To help build a community that seeks to Glorify God by assisting in the development, maintenance, and management of systems and processes that are utilized by all of Eleven22's Ministry Areas.

Apprentice Responsibilities:

- Meet with ministry area direct report for 30 minutes bi-weekly.
- Attend ministry team meetings as possible.
- Assist in the creation and maintenance of campus operations manuals.
- Assist in the coordination and execution of worship gatherings each weekend. To include, Facilities, Nehemiah, Parking, and Campus Coordinators.
- Assist the Property Manager in administration of contracts, insurance, and campus inventories.
- Spend approximately 5 hours per week completing tasks assigned by ministry area direct report. (i.e.) making phone calls, setting schedules, identifying safety risks, analyzing and solving service challenges.

Helpful Competencies, Skills, and Experience:

- Ability to maintain confidentiality.
- Proficient in Microsoft programs.
- Dependable, responsible, and reliable.
- Interest in office systems development.
- Pro-active approach to tasks and environment.
- Posture of a teachable spirit.

Measurements of Success:

- Continually grow in relationship with Jesus.
- Modeling of the Church of Eleven22's Code of Conduct
- Living above reproach at all times; as a Disciple of Jesus Christ.
- Efficiently meeting deadlines and responding to requests.
- Evidence of taking personal initiative in regard to service experience and guest safety.
- Treating the work as worship in going above and beyond as you work unto the Lord for the sake of the Gospel.