



Cypress Creek Christian Church



(Disciples of Christ)
6823 Cypresswood Drive
Spring, Texas 77388
www.cypresscreek.cc

Job Posting: Part-time Office Assistant

Currently Receiving applications

Identity Statement: Because God first loved us (1 John 4:19)

Vision Statement: Putting love first in all things

Mission Statement: Leading individuals and families to a Love First Life.

Core Values

Hospitality - Revealing God's love through open doors;

Fellowship - Experiencing God's love through healthy relationships;

Worship - Centering around God's love made real at the table;

Discipleship - Forming individuals in the ways of God's love;

Service - Sharing God's love in tangible ways.

Cypress Creek Christian Church is seeking an upbeat, organized, and people-centered individual to join our ministry team in the position of Office Assistant. This is a part-time, non-Sunday position. However, this position is of utmost importance as the church continues to grow both numerically and in its mission of Putting Love First.

Responsibilities assigned to the Office Assistant position are:

- Serve as first point of contact, an expression of our Core Value of Hospitality for those visiting the church
- Assist visitors or workers on the campus with directions, often unlocking buildings/rooms
- Answer phones, determining where and if phone calls need to be forwarded to ministry staff
- Create weekly Highlights, the church's online newsletter, along with other communications
- Work with the website company for changes and updates to www.cypresscreek.cc
- Create a weekly online bulletin for the Traditional Service
- Create and print bulletins for special services, such as the Easter Sunrise Service
- Put together weekly worship outlines for each worship service and then email them to the worship participants
- Create funeral bulletins, including compiling necessary elements like photographs, obituary, and music
- Update the digital signage on the campus
- Assist in our communication with Sunday morning visitors
- Create weekly schedule for the Community Center staff

- Help with Community Center tours when the Ex. Director is unavailable
- Bring in and sort mail
- Order printing supplies, paper, and other office supplies as needed
- Other tasks as assigned

Gifts and Skills for this position are:

- Have a basic understanding and respect of the Christian faith
- Seek to understand and respect the mission of **Putting Love First In All Things**
- Must be a self-starter, with good organizational skills
- Requires good verbal and written communication, including strong proofreading skills
- The church primarily uses Mac/Apple, so proficiency in Mac Pages, along with MailChimp, Facebook, and other social media platforms, is required
- Maintain confidential information

Hours & Pay:

15-18 hours/week (some flexibility on the days of the week)

\$16/hour

If interested, please send a letter of interest, along with a resume to:
pastorfrogge@yahoo.com.