

Christmas Tea Assistant (Temporary/Seasonal)

Department: Spiritual Formation

FLSA Status: Non- Exempt

FT/PT: Part- Time, Temporary (variable schedule, average 20 hr/wk)

Overview: Under the supervision of the Pastor of Spiritual Formation this position will provide administrative support for Bel Air Church's annual Christmas Tea event. The schedule for this role is variable, ranging from 10-40 hours per week, with an emphasis on the weeks in November leading up to the event on December 1, 2018.

Values

- We live the Bel Air Church mission, vision, and values.
- We focus our time, talents, and energy on advancing the strategic goals and priorities of Bel Air Church.
- We are highly collaborative, motivated, and team focused in a fast paced environment.
- We emphasize team, multiply our impact within the community, and are self-starters.
- We strive to work well in a learning, dynamic, and constantly changing environment.
- We seek to identify and work toward solving issues directly.

Measurables

- Service orientation
 - Judgement and problem solving
 - Attendance, reliability, productivity, and quality of work
 - Ability to build effective teams and healthy working relationships
 - Leadership and mentorship
 - Interpersonal communication
 - Stewardship of Bel Air Church vision and resources
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Accountability and Relationships

- **Reports to:** Pastor of Spiritual Formation
 - **Supervises:** This position has no direct reports
 - **Relates closely with:** Pastor of Spiritual Formation, Christmas Tea Committee and other volunteers; event participants
 - **Key team and meeting participation:** Required meetings as assigned
 - **Evaluation:** Performance evaluations may be conducted as needed
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Essential Responsibilities and Duties

- Responds to email, phone, and other inquiries regarding the Christmas tea.
 - Works closely with the Lay Leadership and Pastor of Spiritual Formation on all aspects of the Christmas tea.
 - Maintains the registration of guests and hostesses, and wait lists; this includes keeping rosters updated and accurate as changes occur.
 - Creates and maintains guest list, hostess list, and large email roster for ongoing communication.
 - Submits expenses and reimbursement requests to Finance.
 - Works with Bel Air Church facilities team to request and follow up on campus resource needs.
 - Helps coordinate and support a large volunteer base, before, during and after the tea, especially the lead team of Volunteers.
 - Orders supplies and food for the event.
 - Serves as an ambassador for Bel Air Church to guests and other contacts.
 - Displays a Christ-like character and understands the Christmas Tea as a ministry for the whole church.
 - Other duties as may be assigned.
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Position Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, attribute, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** Formal education is not a predetermining factor for the selection of this role. Candidates should have a minimum of one to two years related experience and/or training; or equivalent combination of education and experience.
- **Certifications/Licenses/Registrations:** None required for this position.
- **Language Skills:** Ability to read and comprehend complex instructions, correspondence, and memos. Ability to write lengthy, professional correspondence. Ability to effectively communicate complex concepts in a clear and fluid manner in one-on-one and small group situations to stakeholders of the organization.
- **Mathematical Skills:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- **Reasoning Ability:** Ability to understand and carry out detailed, complex conceptual, written or oral instructions. Ability to creatively and efficiently handle problems involving complex variables in varying situations using business acumen.
- **Computer Skills:** Demonstrates strong computer literacy, with emphasis on Microsoft Office applications with emphasis on Outlook and Excel, and the ability to learn new computer skills/software as necessary to the position. Ability to operate standard office equipment, including copiers, fax machines, and similar. Ability to learn new computer skills/software as necessary to the position.
- **Other Qualifications:**
 - As a religious organization, all employees must affirm Bel Air Church's Statement of Faith, based upon their sincerely held religious beliefs, and demonstrated by a growing relationship with Jesus Christ. This is an essential commitment to contribute toward BAC's mission, goals, and purpose.
 - Integrity, honesty, reliability, discretion, full understanding of necessity for confidentiality in this role
 - Ability to handle sensitive information and situations professionally
 - Strong attention to detail
 - Strong problem solving skills with ability to recognize and address issues
 - Excellent interpersonal skills
 - Ability to foster productive working relationships at all levels of the organization
 - Ability to follow through on all daily open items

- Ability to multi-task and work under the pressure of changing priorities
- Excellent written and verbal communication skills
- Spirit of flexibility and willingness to accept and lead through change

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to handle, or feel. The employee is occasionally required to stand and walk, bend, and lift and carry up to 25 lbs. This employee will routinely be required to use standard office equipment, such as computers, telephones, photocopiers, fax machines, scanners, and filing cabinets.

This job operates primarily in an office setting. The position will interact regularly with others in offices, classrooms, meeting spaces, and outdoor areas of the church campus, as well as at off-campus sites, including while traveling to and from those sites.
