



RHCCC

## Job Description

<b>Job title</b>	<b>Ministry Assistant</b>
<b>People Group</b>	<b>Central Admin Team – Functions</b>
<b>Reports to</b>	<b>Central Admin Functions Lead</b>
<b>Revised Date</b>	<b>September 11, 2025</b>

**Location:** Bayview Campus

### Church Background

Richmond Hill Christian Community Church (RHCCC) is a Purpose-Driven, multi-site campus church that carries out the five purposes of the New Testament Church: Worship, Fellowship, Discipleship, Ministry, and Mission. We are a multi-cultural, multi-generational, and multi-lingual (3M) evangelical church which ministers in English, Cantonese, and Mandarin. To learn more about RHCCC, visit <https://rhccc.ca/rhccc/e/>

### Reporting structure

This position reports to the Central Admin Functions Lead.

### Job Purpose

To support RHCCC by providing administrative and organizational assistance to the Central Functions Team, ensuring the effective operation of its ministries and alignment with the broader objectives of the Central Purposes Team. This role is essential to carry out the foundational elements of the Intentional Discipleship Pathway (IDP) and to enhance efficiency within the church.

### Duties and responsibilities

- Management and upkeeping information on the church's centralized database for different ministries including but not limited to, Church Membership, Members' Meetings, Essentials Classes.
- Handling the Church Membership processes including applications, suspension, termination, etc., and ensure all information are being updated in the church's centralized database system.
- Prepare all the announcements, documentation, reports, and correspondence for Essentials Classes, Church Membership, and Members' Meetings.
- Monitor and update the Essentials Classes App.
- Communicating with church members, volunteers and congregant members to monitor registrations, phone calls, the email boxes, and respond to inquiries.
- Room bookings and arrangement of Church Membership interviews.
- Prepare materials needed for Essentials Classes, Membership applications, and Members' Meetings.

- Work with the Technology Department, Executive Church Board members and officers in setting up Members' Meetings.
- Send out the invitations, confirmations, reminders, notifications, follow-up emails, certificates, and letters for Essentials Classes, Church Membership, and Members' Meetings.
- Help to streamline the Membership and Essentials process for all parties involved.
- Support any projects or initiatives regarding Church Membership, Members' meetings and essential classes
- Any other duties as assigned.

#### **Qualifications**

- A mature and growing Christian with a servant heart committed to RHCCC's vision, mission, and values.
- Minimum education requirement - A high school diploma or equivalent.
- Relevant administrative and computer knowledge, preferably in a church or nonprofit setting.
- Strong organizational, interpersonal, and communication skills.
- Able to work as a team and individually.
- Proficiency in English and Chinese (reading, writing, and oral).
- Advanced computer skills, including Microsoft Office Suite (Word, Excel, PowerPoint, Teams, and Outlook) and Chinese input method.
- Ability to manage multiple tasks and remain composed under pressure.
- Attention to Detail – Demonstrates thoroughness, precision, and strong organizational skills to ensure accuracy and quality in all work.
- Familiarity with church management software is an advantage.
- Patience and does not mind repetitive tasks.
- Willingness to learn and take up new challenges.

#### **Working conditions**

- Full-time position.
- Flexibility to work in a fast-paced environment with varying responsibilities and deadlines.

#### **Physical Requirements**

Nil

#### **Direct report to this position**

Nil