



June 2017

TO: Prospective Candidates for the Adult Ministries Associate–Women’s Ministry position at Christ Community Church  
FROM: Search Team

**Hello!**

We are excited that you are prayerfully interested in the opportunity to join the ministry staff team of Christ Community Church. We welcome your application and/or resume. As you apply, please read carefully the following documents –

- The application for the position
- The Adult Ministries Associate – Women’s Ministry Position Description
- The Statement of Faith of Christ Community Church

We invite you to fill out the application, and submit it or your resume – on or before Monday, July 10th - to:

E-mail

[mhenderson@ccames.org](mailto:mhenderson@ccames.org)

Mail:

Search Team – Adult Ministries Associate  
Christ Community Church  
5501 George Washington Carver Avenue  
Ames, Iowa 50010

The role of the Search Team is to explore potential candidates, and recommend the best candidate to Christ Community's Pastor of Adult Ministries, who will then recommend the candidate to the Lead Pastor. We will endeavor to handle your application and the process in a timely fashion. Next steps with qualified candidates may include some personal assessments (e.g., DISC, Meyer-Briggs) as well as contacting references. Like you, we want to make the best decision for our ministry and for those interested in this position. We will seek to keep you informed. Join us in praying for God’s leading for each of us through this process.

Thank you again. Feel free to call or e-mail me if you have questions along the way.

A handwritten signature in black ink that reads "Mark Henderson".

**Mark Henderson**  
Pastor of Adult Ministries  
515.232.2765

*Life. Together.*

5501 George Washington Carver Avenue . Ames, IA 50010 | 515.232.2765 | [ChristCommunityAmes.org](http://ChristCommunityAmes.org)



Summer 2017

## Adult Ministries Associate – Women’s Ministry

### Purpose

The mission of Christ Community Church’s Women’s Ministry is to connect women to life-defining relationships in Christ.

### Position Description

This part-time Adult Ministries Associate role requires working a monthly schedule of hours in the range of 25-30 hours per month in providing ministry support as follows:

- **Ministry Team:** Provide oversight and vision development for the Women’s Ministry Team in cooperation with the Pastor of Adult Ministries. Attend the weekly church staff team meeting and monthly adult ministry team meetings. Coordinate communication about women’s ministry between the team, church staff, and the church.
- **Women’s Ministry Programs:** Coordinate and give direction to women’s Bible study, learning, and connecting opportunities with the adult ministry team. Develop connection points from women’s ministry programming into the church’s Gather, Connect, Serve strategy and follow up with those who express interest in women’s ministry programs, events, etc.
- **Special Events:** Provide leadership and support to the women’s ministry team as they plan conferences and retreats that are congruent with a charge to connect women in life-defining relationships in Christ.

### Reporting/Coaching responsibility

This person reports to and is coached by the Pastor of Adult Ministries

### Qualifications, skills, and gifts

- A sincere and growing personal commitment to Jesus Christ, including:
  - Consistent moral and ethical integrity in regard to work and relationships
  - Familiarity with the Bible and appreciation for its authority
- Positive communication and interpersonal skills
- Diligence and thoroughness in organizational and administrative tasks
- Discernment and leadership when dealing with conflict resolution and ministry direction.
- An appreciation and enjoyment of women and their variety of roles in life with a desire to encourage, empower, and equip women to use their unique gifts.
- Ability to recruit and organize teams of volunteers to carry out the work of the ministry
- Teachable, servant-hearted and flexible. Continually developing her gifts and knowledge through training, networking, and personal development.

### Other Considerations

The church will provide the use of an office for services performed on the church campus and for preparation related to those services.

The church will provide support staff services for the ministry programs listed above.

**APPLICATION INFORMATION**

Christ Community Church  
5501 George Washington Carver  
Ames, Iowa 50014  
(515) 232-2765 [www.ccames.org](http://www.ccames.org)



**Position Title:** Adult Ministries Associate – Women’s Ministry

**Personal Information**

Name \_\_\_\_\_ Date: \_\_\_\_\_

Present Address \_\_\_\_\_ Apt. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Preferred Telephone Number \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

Social Security Number \_\_\_\_\_

Are you legally eligible for work in the U.S.A.? Yes \_\_\_ No \_\_\_

Have you served in the military? Yes \_\_\_ No \_\_\_

If yes, branch and dates served \_\_\_\_\_

May we run a credit check on you? Yes \_\_\_ No \_\_\_

May we run a background check on you? Yes \_\_\_ No \_\_\_

Are you currently working? Yes \_\_\_ No \_\_\_

**Employment History** (List information on jobs you have held, **starting with most recent**)

**Employer** \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

Dates worked: From \_\_\_\_\_ to \_\_\_\_\_

Position held \_\_\_\_\_

Brief description of your responsibilities \_\_\_\_\_

May we contact this employer? Yes \_\_\_ No \_\_\_

**Employer** \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

Dates worked: From \_\_\_\_\_ to \_\_\_\_\_

Position held \_\_\_\_\_

Brief description of your responsibilities \_\_\_\_\_

May we contact this employer?      Yes \_\_\_      No \_\_\_

**Employer** \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

Dates worked: From \_\_\_\_\_ to \_\_\_\_\_

Position held \_\_\_\_\_

Brief description of your responsibilities \_\_\_\_\_

May we contact this employer?      Yes \_\_\_      No \_\_\_

**Employer** \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

Dates worked: From \_\_\_\_\_ to \_\_\_\_\_

Position held \_\_\_\_\_

Brief description of your responsibilities \_\_\_\_\_

May we contact this employer?      Yes \_\_\_      No \_\_\_

**Education** (List information on formal education you have received, starting with the most recent.)

**Educational Institution** \_\_\_\_\_

Address \_\_\_\_\_

Dates Attended: From \_\_\_\_\_ to \_\_\_\_\_

Degree Received: (circle) BA/BS MA/MS PH.D Other \_\_\_\_\_

Major, minor, and/or concentration(s) \_\_\_\_\_

Awards and recognitions \_\_\_\_\_

**Educational Institution** \_\_\_\_\_

Address \_\_\_\_\_

Dates Attended: From \_\_\_\_\_ to \_\_\_\_\_

Degree Received: (circle) BA/BS MA/MS PH.D Other \_\_\_\_\_

Major, minor, and/or concentration(s) \_\_\_\_\_

Awards and recognitions \_\_\_\_\_

**Educational Institution** \_\_\_\_\_

Address \_\_\_\_\_

Dates Attended: From \_\_\_\_\_ to \_\_\_\_\_

Degree Received: (circle) BA/BS MA/MS PH.D Other \_\_\_\_\_

Major, minor, and/or concentration(s) \_\_\_\_\_

Awards and recognitions \_\_\_\_\_

**Educational Institution** \_\_\_\_\_

Address \_\_\_\_\_

Dates Attended: From \_\_\_\_\_ to \_\_\_\_\_

Degree Received: (circle) BA/BS MA/MS PH.D Other \_\_\_\_\_

Major, minor, and/or concentration(s) \_\_\_\_\_

Awards and recognitions \_\_\_\_\_

**Briefly describe other life experiences you believe we should consider as we review your application.**

### **Application Instructions**

Applications must be received at the address below

Applications must include

- a letter of introduction that describes your interest in the position,
- names of and contact information for three references
- a copy of your resume, and
- a completed and signed copy of this form.

Submit or Mail application to:

Search Team – Adult Ministries Associate  
c/o Mark Henderson, Pastor of Adult Ministries  
Christ Community Church  
5501 George Washington Carver Ave.  
Ames, Iowa 50010

[mhenderson@ccames.org](mailto:mhenderson@ccames.org)

### **Release Authorization**

All information provided on this application is accurate to the best of my knowledge. I agree that all this information may be released to leaders in your church who are involved in the hiring process. I further agree that interested persons may contact any references given and I release any references from liability for information supplied. I understand that a standard criminal background check may be made as part of this application process and authorize such a check to be made as needed.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Christ Community Church \*Ames Iowa  
**EFCA Statement of Faith**

*God*

1. We believe in one God, Creator of all things, holy, infinitely perfect, and eternally existing in a loving unity of three equally divine Persons: the Father, the Son and the Holy Spirit. Having limitless knowledge and sovereign power, God has graciously purposed from eternity to redeem a people for Himself and to make all things new for His own glory.

*The Bible*

2. We believe that God has spoken in the Scriptures, both Old and New Testaments, through the words of human authors. As the verbally inspired Word of God, the Bible is without error in the original writings, the complete revelation of His will for salvation, and the ultimate authority by which every realm of human knowledge and endeavor should be judged. Therefore, it is to be believed in all that it teaches, obeyed in all that it requires, and trusted in all that it promises.

*The Human Condition*

3. We believe that God created Adam and Eve in His image, but they sinned when tempted by Satan. In union with Adam, human beings are sinners by nature and by choice, alienated from God, and under His wrath. Only through God's saving work in Jesus Christ can we be rescued, reconciled and renewed.

*Jesus Christ*

4. We believe that Jesus Christ is God incarnate, fully God and fully man, one Person in two natures. Jesus—Israel's promised Messiah—was conceived through the Holy Spirit and born of the virgin Mary. He lived a sinless life, was crucified under Pontius Pilate, arose bodily from the dead, ascended into heaven and sits at the right hand of God the Father as our High Priest and Advocate.

*The Work of Christ*

5. We believe that Jesus Christ, as our representative and substitute, shed His blood on the cross as the perfect, all-sufficient sacrifice for our sins. His atoning death and victorious resurrection constitute the only ground for salvation.

*The Holy Spirit*

6. We believe that the Holy Spirit, in all that He does, glorifies the Lord Jesus Christ. He convicts the world of its guilt. He regenerates sinners, and in Him they are baptized into union with Christ and adopted as heirs in the family of God. He also indwells, illuminates, guides, equips and empowers believers for Christ-like living and service.

*The Church*

7. We believe that the true church comprises all who have been justified by God's grace through faith alone in Christ alone. They are united by the Holy Spirit in the body of Christ, of which He is the Head. The true church is manifest in local churches, whose membership should be composed only of believers. The Lord Jesus mandated two ordinances, baptism and the Lord's Supper, which visibly and tangibly express the gospel. Though they are not the means of salvation, when celebrated by the church in genuine faith, these ordinances confirm and nourish the believer.

*Christian Living*

8. We believe that God's justifying grace must not be separated from His sanctifying power and purpose. God commands us to love Him supremely and others sacrificially, and to live out our faith with care for one another, compassion toward the poor and justice for the oppressed. With God's Word, the Spirit's power, and fervent prayer in Christ's name, we are to combat the spiritual forces of evil. In obedience to Christ's commission, we are to make disciples among all people, always bearing witness to the gospel in word and deed.

*Christ's Return*

9. We believe in the personal, bodily and premillennial return of our Lord Jesus Christ. The coming of Christ, at a time known only to God, demands constant expectancy and, as our blessed hope, motivates the believer to godly living, sacrificial service and energetic mission.

*Response and Eternal Destiny*

10. We believe that God commands everyone everywhere to believe the gospel by turning to Him in repentance and receiving the Lord Jesus Christ. We believe that God will raise the dead bodily and judge the world, assigning the unbeliever to condemnation and eternal conscious punishment and the believer to eternal blessedness and joy with the Lord in the new heaven and the new earth, to the praise of His glorious grace. Amen.