



ChaseOaksChurch

Job Description

Title: Young Adults Resident

Team: Groups

Supervisor: Groups Pastor

Approval Date: February 2019

Qualifications for employment at Chase Oaks Church requires being a Christ-follower—whose work history and lifestyle shows a consistency to adhering to the scriptural principles of the Bible—and agreeing with the Purpose, Strategy, and DNA statements of Chase Oaks.

Chase Oaks Church DNA

- **We Keep It Simple.** We seek to do a few things well.
- **We're All In The Same Boat.** We are all on a journey of transformation.
- **We Boycott Boycotts.** We are known for what we are for, not what we are against.
- **We Glow In The Dark.** We move into hopelessness, need and injustice with the redeeming power of Jesus Christ.
- **This Is Not Our Party.** This is the Father's party, and we are His servants, privileged to prepare the party and invite the guests.
- **We Don't Go It Alone.** We do life together in groups, ministry in teams and serve our community.
- **We Pass The Baton.** We invest in the next generation and give influence to emerging leaders.
- **We Are A Salad, Not A Soup.** We are intentionally diverse, believing that the mix of generations, ethnicities, and cultures helps create the rich and surprising unity Jesus prayed for in John 17.
- **We Don't Sweat The Small Stuff.** We strive to focus on our common mission and core biblical beliefs.
- **We Count The Change.** As the agents of God's redemption on this broken planet, our effectiveness is measured by both personal and community transformation.

Leadership Skills

Drive – The restless pursuit of excellence.

Judgment – Wisdom in Action.

Influence – Inspiring Achievement in others.

Staff Culture

Leadership: We serve and develop people and provide clear direction. We serve people with prompt follow up, care for people, develop people, and empower people.

Teams: We work in teams, protect team health, and invest in team development.

We all have specific roles on a team. We are thorough in our team member hiring process, making sure that we hire people who resonate with our DNA and culture. We create team plans, protect team unity, and help each other become more effective team members. We also recognize that Chase Oaks is part of a broader team, so we partner with local churches and organizations who are committed to meeting both local and global needs.

Rhythms: We work hard, play hard, and rest well. We plan our work and work our plans (team plans and personal plans). We are intentional about having fun (staff events and team events), and we make sure we stay replenished (weekly day off, DAWG days, vacations and sabbaticals).

Learning: We are constantly learning from the past, from other organizations, and from the best practitioners. Passport, LEAD, best practice visits, monthly development conversations with team leaders, seeking feedback often, networking, partnering, reading, conferences, etc.

JOB SUMMARY:

Residents will help provide leadership and support to a specific area of ministry as well as actively engage in the resident cohort meetings, which focus on general ministry training and personal development. (25 hours per week total, 20-22 hours per week focused on specific area of ministry).

The Young Adults Resident will help engage and transform young adults in our community. They will devote 25 hours a week to serve with the Groups Team focusing on creating momentum for young adults along our pathway, from helping new young adults engage with other Christ-followers (through occasional connection events), connect at a campus, belong in a group, serve on a team, and potentially leadership.

ESSENTIAL JOB RESPONSIBILITIES:

- Work 25 hours a week including some weekend and evening responsibilities
- Serve on the Groups Team, assisting with all group team initiatives
- Focus on Young Adults Groups by:
 - Organizing and promoting Young Adults hang out events
 - Recruiting Young Adults to lead groups
 - Provide next steps for Young Adults to get engaged (serving, LifeGroups, Established)
- Be the main contact for Young Adults in the church
- Engage with Young Adults in the church and the community
- Work with Groups Team to coordinate Young Adults events and groups
- Available to lead an Established group when/if necessary
- Fill in where needed

Resident Cohort Specifics: (separate from specific ministry duties)

- Attend monthly staff meetings
- Once a month all-Resident meeting (more personal development focused/1.5 hours)
- Once a month Resident training meeting (more ministry vocation focused/1 hour)
- Complete all reading and written assignments for resident cohort program
- Once a month one-on-one meeting with Cindy (Resident Program Coordinator/30 mins)
- Once a month one-on-one meeting with specific department supervisor
- Attend one service on the weekends

JOB PROFILE:**SPECIFIC SKILLS / STRENGTHS**

- Requires the ability to multi-task and work independently in carrying out assignments to completion
- Great communication skills with leaders and group members
- Strong organizational skills
- People-oriented—able to recruit and excite leaders around a vision

EXPERIENCE DESIRED

- Previous group leader experience

EDUCATION DESIRED

- High school diploma
- Enrolled or completed undergraduate degree

SUPERVISORY RESPONSIBILITIES

- There are no supervisory responsibilities with this role.

LANGUAGE SKILLS

- Ability to speak effectively and understandably on the phone. The ability to effectively present information and respond to common inquiries regarding Chase Oaks Ministries is also required. High attention to customer service.

COMPUTER SKILLS

- Strong working knowledge of Microsoft Office, Outlook calendaring, and email
- Basic knowledge of Excel and PowerPoint
- Data entry skill & experience
- Familiarity with Databases

PHYSICAL DEMANDS

- 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. Lifting 5-10 pounds is an occasional but essential requirement. 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, talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee may be asked to bend and kneel.
- 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. The noise level in the work environment is usually moderate.