

**Ministry Area:** 1825 Ministry

**Reports to:** 1825 Director

**Ministry Area Purpose:** To connect 18-25 year olds to their role in the Great Commission.

**Apprentice Responsibilities:**

- Meet with ministry area direct report bi-weekly (30 minutes)
- Attend 1825 Leadership team meetings first and third Tuesday of the month (1.5 hours)
- Assist in administrative details involving 1825 events, meetings with 18-25 year olds and leadership and answering emails to connect people to the ministry
- Schedule meetings with leadership team, disciple group leaders and leadership
- Assist in planning events and hang outs for 1825 and promoting on social media
- Run weekly reports on various measurables
- Assist in formatting and dispersing curriculum weekly for disciple groups
- Train others in computer programs and processes
- Model discipleship by using position to recruit and equip individuals to assist in administrative opportunities

**Helpful Competencies, Skills, and Experience:**

- Model The Church of Eleven22's mission, vision and core values
- Ability to adapt to change
- Ability to learn and utilize new computer software
- Ability to maintain confidentiality
- Ability to develop priorities with the right balance of short and long-term wins
- Demonstrated ability to build effective organizational relationships/partnerships
- Strong leadership abilities; sound judgment and above reproach character
- Excellent written and oral communication skills
- Strong computer skills; proficient in Microsoft Outlook, Word and Excel
- Ability to utilize social media

**Measurements of Success:**

- Continually grow in relationship with Jesus
- Modeling of the Church of Eleven22's Code of Conduct
- Living above reproach at all times as a Disciple of Jesus Christ
- Efficiently meeting deadlines and responding to requests
- Evidence of taking personal initiative in regard to service experience and guest safety
- Treating the work as worship in going above and beyond as you work unto the Lord for the sake of the gospel