

**Ministry Area:** Operations

**Reports to:** Database Manager

**Ministry Area Purpose:** To help build a community that seeks to glorify God by assisting in the development, maintenance and management of systems and processes that are utilized by all of Eleven22's ministry areas.

**Apprentice Responsibilities:**

- Meet with ministry area direct report for 30 minutes bi-weekly
- Attend ministry team meetings as possible
- Assist in data entry in Rock
- Assist in the processing of information in Rock
- Assist in the daily tasks of the Database Manager
- Spend approximately 10 hours per week completing tasks assigned by ministry area direct report. (i.e.) making phone calls, setting schedules, analyzing and solving challenges.

**Helpful Competencies, Skills and Experience:**

- Ability to maintain confidentiality
- Proficient in Microsoft programs
- Dependable, responsible and reliable
- Interest in office systems development
- Pro-active approach to tasks and environment
- Posture of a teachable spirit

**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.