



## **Office Assistant Application**

## **Who we are**

Real Life, Real People, Real Answers. River Ridge Neighborhood Church is a multi-cultural Christian body of believers committed to living out our faith in the midst of everyday life to bring glory to God. We are passionate about strong Biblical teaching and preaching. We strengthen our connections with each other by sharing our praises and prayer requests each week during our “sharing time.” In addition, we have a strong outreach and missions program. Some of our outreach programs include ministering regularly at the Union Gospel Mission, Vacation Bible School, Kid Adventure, and many other community oriented programs. We also support missionaries in various countries including, but not limited to Asia, Africa, Europe, and Latin America. Our members are committed to sharing God’s word and generously giving their time, prayers, service, and monetary support to this cause.

## **Our History**

During the early 1990’s, the Elder Board of Chinese Grace Bible Church (CGBC) met to establish various 5-year and 10-year goals. With the new millennium in sight, one of the goals for CGBC was to plant a new church in Elk Grove- one of the new suburban communities sprouting up around Sacramento.

A core group of about 15–20 members, led by Pastor Tim Leung, left CGBC to be involved with the new work in Elk Grove. On Sunday, July 28, 1996, the church plant acquired the name River Ridge Neighborhood Church (RRNC) and started to hold morning services at “String’s Italian Restaurant” on Laguna Boulevard. This was the beginning of the “public phase” of RRNC and its outreach to the Elk Grove /Laguna community.

As the ministry of RRNC began to grow, the church moved to Cosumnes River College in fall of 1996 due to space constraints. While RRNC was at Cosumnes River College, the nursery, primary, and junior’s ministry took form and developed. Cosumnes River College allowed RRNC to grow unhindered, but the location of the church was difficult to find and the monthly rent was a financial burden to the new church.

In 1998, Pastor Tim’s three-year contract was due and he decided that it was time for him to move to another ministry. David Finch was called to be the interim pastor for RRNC in February 1998. Under Pastor Dave’s ministry, RRNC relocated to Merryhill School. In the summer of 1998, the pastoral search committee recommended David Finch to the Servant Team to be the new pastor of RRNC. Pastor Dave was formally installed as the pastor of RRNC in the fall of 1998 and the church was formally incorporated in 1999. In 2000, the church moved to Arthur Butler Elementary School until 2017, when we moved to our current location, John Ehrhardt Elementary School.

## **Who are we looking for**

RRNC is seeking an Office Assistant to support its ministerial staff and Church Office operations. This is a part-time hourly position averaging 9 - 12 hours per week, which does not offer benefits. The successful candidate will be self-motivated with professional demeanor and presence, positive attitude, strong work ethic, and excellent verbal communication and inter-personal skills. He/she must possess strong organizational skills, proficiency in office procedures and methods to ensure work flow, knowledge of office computers and software (Microsoft Office Suite required; desktop publishing, Facebook and web page skills a plus). This person must be able to multi-task, be flexible in their job routine, work as team member in a collaborative environment, and relate well to other church staff, congregants and visitors.

## **Our Statement of Faith**

We believe in the plenary verbal inspiration of the Scriptures, which are without error in the original manuscripts, and which are the final authority of faith and practice (II Timothy 3:16, Romans 15:4, and II Peter 1:21).

We believe in one God who eternally exists in three persons: the Father, the Son, and the Holy Spirit, who share the same essence and attributes, and are alone worthy of worship (Matthew 28:19-20, John 4:24, Acts 5:3-4, and Hebrew 1:3,8).

We believe in the deity and virgin birth of Christ, thus being truly God and truly man, His substitutionary death for all mankind, His bodily resurrection, His present high priestly ministry and mediatorship, and His personal, visible, imminent, and pre-millennial return (Matthew 1:20-25, John 3:16, John 20:20, Romans 3:21-26, Philippians 2:5-8, I Thessalonians 1:10, I Timothy 2:6, and I John 2:1).

We believe in the personality and deity of the Holy Spirit, and His ministry of convicting and regenerating sinners, and indwelling, anointing, sealing, and empowering all believers (Acts 1:8, Acts 5:3-4, Romans 8:9, I Corinthians 6:19, I Corinthians 12:13, Ephesians 4:30, and I John 2:27-28).

We believe man was created in the image and likeness of God, and subsequently fell from the state of innocence, and became dead in sin. We believe that this sin nature was passed to the entire human race and as a result man inherits a nature that is one of total depravity in which he is devoid of spiritual life, and incapable, apart from divine grace, of pleasing God (Genesis 1:26-27, Romans 3:10-12, Romans 5:12, and Ephesians 2:1-3).

We believe in the justification of the sinner solely by grace through faith in the work of Christ on the cross, the election of the believer, and the eternal character of his salvation in Christ (John 1:12-13, John 3:16-18, Acts 13:48, Romans 5:1, 6-9, Ephesians 1:7, Philippians 3:9, and II Timothy 1:12).

We believe that the Church is the body of Christ, uniting all believers from Pentecost to the rapture at which time it will be caught up to be with Christ. We believe in the independence of the local church as an autonomous company of baptized believers which is to function in keeping the ordinances of water baptism and the Lord's table, bringing believers to maturity in Christ, enjoying fellowship, training believers for the work of ministry, and evangelizing the lost (Matthew 16:16-18, Matthew 28:19-20, Acts 2:42-47, I Corinthians 11:26, I Corinthians 12:12-27, and Ephesians 4:11-13).

We believe in the reality and personality of Satan who was the highest of all created beings and was perfect until he sinned through pride. He was joined in his sin by many angels and these now oppose God and the believer in spiritual warfare. Satan was defeated by the death of Christ on the cross, and though currently active on earth, he will one day be cast into the Lake of Fire to be punished eternally (Genesis 3:1-19, Isaiah 14:12-17, II Corinthians 4:3-4, Ephesians 6:10-18, Hebrews 2:14, Revelation 20:1-3, 10).

We believe in the personal, imminent, and pre-millennial return of Christ for his church. We believe in the literal 1,000-year reign of Christ on earth following the 7-year tribulation in fulfillment of the Old Testament promises to Israel (Jeremiah 30:7, John 14:1-3, Romans 5:9, I Corinthians 15:51-52, I Thessalonians 1:10, I Thessalonians 4:13-18, Revelation 20:1-3).

We believe in the bodily resurrection of the saved and unsaved. The saved will have immortality and eternal joy in the presence of God, and the unsaved will have eternal conscious suffering separated from the presence of God (Daniel 12:2, II Corinthians 5:8-10, II Thessalonians 1:5-10, Jude 1:6-7, and Revelation 20:11-15).

### **Job Requirements**

- A growing and active relationship with Jesus Christ
- Good character, attitude, and relational skills
- Applicant must pass a background check
- Ability to perform principal accountabilities with excellence
- Proficient with Microsoft Office and WordPress software
- Good communication skills
- Capable with Social Media
- High school Diploma
- Agreement with RRNC's Statement of Faith
- Willing to become an RRNC member, if not one already

### **Specific Job Responsibilities**

- Provide administrative support for the staff including scheduling appointments, meeting and travel arrangements
- Prepare and mail correspondence, emails, handle messages and in-coming mail
- Prepare copies of meeting notices, agenda, minutes, reports and presentation materials
- Serve as a receptionist screening and routing of incoming calls and visitors to the church office; warmly greeting persons with a friendly, courteous and helpful attitude
- Provide pertinent and appropriate information to callers and/or visitors
- Prepare and produce weekly church bulletins, ministry flyers, outreach materials, leadership meeting documents, and other special service bulletins or programs
- Maintain Church Calendar; including scheduling of ministry meetings/events and posting events on church website calendar and social media
- Monitor and maintain office supplies
- Maintain organized digital files
- Develop and maintain administrative filing systems and records
- Keeps office neat and organized
- Update church's website through WordPress and post updates via social media
- Perform background checks of volunteers
- Responsible for sign-up sheets for registration, facilities use application, permits, participant application and waivers.
- Serves as a liaison between the church and vendors, landlords, and others
- Assist ministry leaders as necessary with clerical, administrative or communication support
- Attend ministry events as necessary
- Attend staff meetings as required
- Other duties as assigned

### **Attachments**

- A cover letter
- A copy of your Personal Testimony

### **Compensation**

The hourly pay for this position is \$13.00 – \$17.00.

## Application Form

### Personal Information

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

Last
First
M.I.

Address: \_\_\_\_\_  

Street Address
Apartment/Unit #

Phone: \_\_\_\_\_ Email \_\_\_\_\_  

City
State
ZIP Code

Date Available: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Are you married?      YES     NO       If yes, number of years? \_\_\_\_\_

Have you been baptized?      YES     NO       If yes, when? \_\_\_\_\_

Are you an ordained minister?      YES     NO       If yes, by what organization? \_\_\_\_\_

Have you ever been divorced?      YES     NO       Has your spouse ever been divorced?      YES     NO

Are you a citizen of the United States?      YES     NO       If no, are you authorized to work in the U.S.?      YES     NO

Have you ever been convicted of a felony?      YES     NO

If yes, explain: \_\_\_\_\_

### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_  
 From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate?      YES     NO       Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_  
 From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate?      YES     NO       Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_  
 From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate?      YES     NO       Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

**References**

*Please list two personal references who have known you for more than 5 years.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company/Church: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company/Church: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

*Please list three professional references who have known you for more than 3 years.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company/Church: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company/Church: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company/Church: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Employment**

Company/Church: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your supervisor as/for a reference? YES  NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your supervisor as/for a reference? YES  NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your supervisor as/for a reference? YES  NO

**Volunteer**

Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

May we contact your supervisor as/for a reference? YES  NO

Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

May we contact your supervisor as/for a reference? YES NO

#### Online Presence

Facebook: \_\_\_\_\_

Twitter: \_\_\_\_\_

Sermons: \_\_\_\_\_

Instagram: \_\_\_\_\_

Other: \_\_\_\_\_

#### Military Service

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

#### Disclaimer and Signature

*I certify that all of the information provided in this employment application is true and complete to the best of my knowledge, and I authorize investigation of all statements contained in this application, including a criminal background. I understand that any false or incomplete information may disqualify me from further consideration for employment and may result in my immediate discharge if discovered at a later date.*

*I authorize the investigation of any or all statements contained in this application and also authorize any person, school, current employer, past employers, and other organizations to provide information concerning my previous employment and other relevant information that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.*

*I have read, understand, and agree to the above statements.*

*By signing your name along with the date below, you are verifying that you agree with the above statement.*

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

**Please return this completed form/application either by mail to the address below or by email (hello@rrnc.org).**