



## JOB PROFILE

**JOB TITLE:** DATABASE MANAGEMENT SUPPORT

**REPORTS TO:** LEAD DIRECTOR OF COMMUNICATIONS

### MINISTRY PURPOSE:

*Love God, Love Others* by upholding the ministry values of Stonebriar Community Church, cultivating intimacy with God, and leading others toward Christian maturity. This position will assist in the support of all aspects of the MinistryPlatform software application to provide a total solution to Stonebriar Community Church.

### MISSION STATEMENT:

To equip the people of Stonebriar for ministry service through the effective use of MinistryPlatform software system and its suite of tools.

### MINISTRY RESPONSIBILITIES:

Including but not limited to:

- Answer basic questions about the church's faith, provide religious resources, or pray with someone if requested.
- Become proficient in MinistryPlatform and provide day-to-day MinistryPlatform support for the staff.
- Become proficient in MinistryPlatform's suite of tools and applications for use by the ministries. Work with staff to provide data and reports using these tools in MinistryPlatform.
- Assist in the security assignment process for the MinistryPlatform database.
- Assist in educating and interfacing with staff regarding the capabilities and limitations of MinistryPlatform.
- Conduct MinistryPlatform orientations for new Stonebriar staff.
- Create Event Registrations, Groups, Custom Forms, and Products related to registrations requested by ministries.
- Interface with Information Technology (IT) staff when necessary to provide total technical and software support to Stonebriar staff.
- Work with the Webmaster to integrate Ministry Platform for events, registrations, opportunities, custom forms, etc.
- Assist in the effort to define standards for data that is entered into database.
- Assist in the definition and execution of the Check-In process for adult Sunday Fellowships, Children's Ministries, and any other ministries that may desire to participate.
- Work with Finance to ensure appropriate codes and account numbers are used for all registration events requiring payment.

- Facilitate integration of MinistryPlatform for use by Stonebriar departments that have not previously used the platform.
- Work with ministry volunteers who do not have MinistryPlatform access to provide the necessary tools available to them to support their ministry.
- Act as a point of contact for all Stonebriar staff to resolve any membership, registration, or reporting issues.
- Assist, if necessary, ministries to produce weekly rosters, and ensure that attendance is tracked and entered into the MinistryPlatform attendance module for each organization that makes a request.
- Enter Information Cards into the database, enroll participants into classes, etc.
- Enter Feedback/Contact Me requests from Information Cards, create Feedback Reports from these entries, and email reports to various ministries.
- Export participant records to BookSys to keep the Library Patron database current.
- Participate in regular education seminars on MinistryPlatform.
- Develop a group of peer contacts from other churches using MinistryPlatform.
- Handle contact record updates as needed, i.e. address changes, phone number updates, combining duplicates, and adding new family members.
- Educate ministries in the creation of Selections and/or Views for use in the ministry-specific newsletters, emails, text, MailChimp, etc. and update process as appropriate.
- Manage Check-In/database volunteers, and assist them in interfacing with the ministries they support.
- Work with Family Ministries in the creation of new records, promotion of students, and integration of Views and reports.
- Work with the Stonebriar ProjectServe team to provide views, reports, and selections relating to volunteers, opportunities, and background checks.
- Assist in cross-training coworkers on the database team.
- Provide backup to coworkers on the database team when necessary.
- Be available by cell phone/e-mail outside of regular office hours (phone stipend provided).
- Coordinate and communicate with supervisor regarding responsibilities to be managed on site or remotely.

#### MINISTRY QUALIFICATIONS:

##### Character

- Maintain a personal relationship and growing intimacy with Jesus Christ.
- Have a servant's heart with integrity and honesty.
- Possess a teachable and open attitude.
- Function well with coworkers, treating them with honor and grace, and providing prayerful support—a team player.

##### Philosophy of Ministry

- Be an active part of a staff family that values abiding in Christ and growing together in that pursuit, as we joyfully do life and ministry together.
- Embrace our staff ministry values: character in ourselves, honor to others, grace in our relationships, excellence in our pursuits, and glory to our God.
- Work with others in accordance with this statement: *We want more for each other than from each other.*
- Be in full agreement with and committed to the Statement of Faith of SCC.

##### Competency

- A hard worker with initiative.

- Relates well to the public.
- Teachable and open attitude.
- Commitment to the Statement of Faith and Core Values of Stonebriar Community Church.
- Servant's heart.
- Proficiency in SQL (Structured Query Language) preferred.
- Ability to quickly become proficient with the MinistryPlatform database.

**JOB STATUS:**

Full-time: 37.5 hours per week

Non-exempt

Full benefits