

Ministry Description Volunteer Administrative Support Team Member

Reports to Area Coordinator or Regional Point of Contact



Summary

Organizes, equips, and administratively supports the Area Team Leadership, as they seek to engage the community at large, within a designated region, to become actively involved in sharing the hope of Jesus Christ through Operation Christmas Child (OCC)

Administrative Support Duties

- Maintain, update, and organize databases for Ministry Teams as assigned by Area Coordinator
- Coordinate communication for local promotions and events
- Ensure Ministry Coordinators are equipped with the necessary information and methods of reporting information
- Keep informed of information and resources available on MyOCC and engage the Area Team in MyOCC involvement

Qualifications

Spiritually mature Christian with strong interpersonal, organization, and communication skills with a solid working knowledge of Microsoft Word and Excel. Must be connected to and knowledgeable about designated geographic area and be committed to the ministry goals of SP/OCC. **Regular access to an individual email account and MyOCC is required.**

Training Expectations

- Participate in initial training online or with Area Coordinator
- Attend regional events and Area Team meetings
- Attend annual Connect Conference (encouraged)

Volunteer Time Commitment

- One year, may hold ministry position for multiple terms. Term may be ended at any time by volunteer or OCC Regional Point of Contact
- Time commitment of 1 to 5 hours per week, may increase to 5 to 10 hours during peak months

Samaritan's Purse Statement of Faith



We believe the Bible to be the inspired, the only infallible, authoritative Word of God. *1 Thessalonians 2:13; 2 Timothy 3:15-17.*

We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. *Matthew 28:19; John 10:30; Ephesians 4:4-6.*

We believe in the deity of the Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood on the cross, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. *Matthew 1:23; John 1:1-4 and 1:29; Acts 1:11 and 2:2224; Romans 8:34; 1 Corinthians 15:3-4; 2 Corinthians 5:21; Philippians 2:5-11; Hebrews 1:1-4 and 4:15.*

We believe that all men everywhere are lost and face the judgment of God, that Jesus Christ is the only way of salvation, and that for the salvation of lost and sinful man, repentance of sin and faith in Jesus Christ results in regeneration by the Holy Spirit. *Luke 24:46-47; John 14:6; Acts 4:12; Romans 3:23; 2 Corinthians 5:10-11; Ephesians 1:7 and 2:8-9; Titus 3:4-7.*

We believe in the present ministry of the Holy Spirit, whose indwelling enables the Christian to live a godly life. *John 3:5-8; Acts 1:8 and 4:31; Romans 8:9; 1 Corinthians 2:14; Galatians 5:16-18; Ephesians 6:12; Colossians 2:6-10.*

We believe in the resurrection of both the saved and the lost; the saved unto the resurrection of eternal life and the lost unto the resurrection of damnation and eternal punishment. *1 Corinthians 15:51-57; Revelation 20:11-15.*

We believe in the spiritual unity of believers in the Lord Jesus Christ and that all true believers are members of His body, the church. *1 Corinthians 12:12, 27; Ephesians 1:22-23.*

We believe that the ministry of evangelism and discipleship is a responsibility of all followers of Jesus Christ. *Matthew 28:18-20; Acts 1:8; Romans 10:9-15; 1 Peter 3:15.*

We believe God's plan for human sexuality is to be expressed only within the context of marriage, that God created man and woman as unique biological persons made to complete each other. God instituted monogamous marriage between male and female as the foundation of the family and the basic structure of human society. For this reason, we believe that marriage is exclusively the union of one genetic male and one genetic female. *Genesis 2:24; Matthew 19:5-6; Mark 10:6-9; Romans 1:26-27; 1 Corinthians 6:9.*

We believe that we must dedicate ourselves to prayer, to the service of our Lord, to His authority over our lives, and to the ministry of evangelism. *Matthew 9:35-38; 22:37-39, and 28:18-20; Acts 1:8; Romans 10:9-15 and 12:20-21; Galatians 6:10; Colossians 2:6-10; 1 Peter 3:15.*

We believe that human life is sacred from conception to its natural end; and that we must have concern for the physical and spiritual needs of our fellowmen. *Psalms 139:13; Isaiah 49:1; Jeremiah 1:5; Matthew 22:37-39; Romans 12:20-21; Galatians 6:10.*

Volunteer Guidelines



I understand that I am a volunteer and not an employee of Samaritan's Purse Canada (SP) or Operation Christmas Child (OCC). I assume all risks associated with performing my volunteer duties and release and hold SP harmless from any claims, liability or other damages arising from my association and activities with SP.

Understanding SP's need for new and ongoing promotion of OCC, I will allow SP to use any OCC-related photographs, films, other media, statements or testimonials made by me or that include me. I waive any rights related to the above-mentioned.

I agree to use information related to OCC (eg. participating church or group lists) only for the purpose of fulfilling my ministry role with OCC. I will not use this information for other purposes or share or send this information to other organizations or individuals who are not Connect Volunteers or OCC staff members.

I understand and agree that either SP or I may terminate this Agreement at any time for any or no reason.

