



COMMUNITY  
PRESBYTERIAN CHURCH

## JOB DESCRIPTION

Title/Position: Data Base Manager (20 hours a week)  
Department: Operations  
Team Leader: Steve Fisher, Executive Director of Ministries

### General Description:

Using process/data analytical skills, this position is responsible for collaborating with ministry Leads to design, build and monitor congregational care connection processes that track participant “Next Steps” in the areas of worship, connect and serve (WCS) at CPC. The position will be the Master Administrator & Trainer for process and database activities. The position will manage related projects for the Executive Director of Ministries.

### Specific Responsibilities:

- Design & build congregational care connection processes to track WCS “Next Steps”
  - Understand, design, build and document “Next Step” WCS processes
  - Identify missing process activities and partner with Ministry Leads to fill gaps
  - Expand use of technology (CCB) to care for the congregation
    - Build and improve “Connect” processes:
      - First time guest processes
      - Weekend service and event “Next Step” processes
      - Small Group participation and leadership processes
      - Serve opportunity processes
- Lead and manage congregational care connection processes and data collection
  - Own processes and data integrity, management reporting and ministry adoption
  - Provide training to staff and establish “super-user” group to support organization
- Evaluate effectiveness of ministry programs
  - Partner with Ministry Leads and staff to collect, report and analyze process activity data for insights and improvements
  - Develop scorecards, (measures & targets) to report congregational care progress
  - Establish a CPC staff process/data improvement team with targets
- Manage Projects
  - Support scheduling and administrative activities



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**Specific Skills Required:**

- Data base experience (Community Church Builder (CCB) preferred)
- Process/system mind-set with analytical capabilities
- Listening, communicating and influencing skills
- Working with all levels of an organization
- Ministry experience (preferred)
- Planning, organizing and follow-up capabilities to deliver tasks
- Strong Microsoft Excel and PowerPoint skills
- Google Calendar

All applicants are to send their resume to the Chief of Staff, Carol Mascali [carol@cpcdanville.org](mailto:carol@cpcdanville.org)