



THE CHAPEL

Staff Role Description

Information and Database Manager

Ministry:	Central Support Ministry
Reports To:	Director of Information Technology
Average Hours Per Week:	Full Time, 40+ per week
Role Type:	Exempt
Last Revision Date:	May 2022

Role Overview

The Information and Database Manager is responsible for managing our database (Rock RMS), new Rock projects and initiatives, and documentation and staff training as it relates to Rock. This person serves as our subject matter expert on Rock RMS and will be the go-to person for all data related questions. This full-time position supports the Chapel Staff, ministries, and volunteers by planning, organizing and tracking key data and metrics. This is the person that people interact with when they have Rock or data related questions, and they must have excellent people and communication skills as well as proficiency with technology. Responsibilities also include maintaining documentation, conducting training for staff and volunteers, working with developers and some 3rd party vendors. The ideal candidate would have experience with databases including Rock RMS and should have a passion for making the complicated simple, automating as much as possible, and love using their gifts to position the Church for greater Kingdom impact.

General Requirements

The Information and Database Manager must embody the purpose, vision and values of The Chapel, as outlined below, by being a visible example and model to all those within their scope of influence.

Our **PURPOSE**: *To help people come alive to God*

Big Idea: Revival -- All of God in all of us for all of our world

Revival happens when we help our people ...

- Carry the Christianity of Jesus
- Pray Heaven to Earth
- Be a Force for Good
- Live as part of a Kingdom Community

Our **VISION**: *To help ignite a spiritual revolution*

We want to see our purpose of helping people come alive to God happen on a grand scale by multiplying Kingdom Communities through ...

- Widespread Spiritual Awakening (All of God)
- Revitalization of the Church (All of us)
- Transformation of Society (All of our world)

Information and Database Manager

Our **VALUES**: *We are a people completely giving ourselves to God and others, believing Him for really big things, never pretending to be anything we aren't – and finding ways to enjoy life and have a lot of fun along the way.*

- Be All-In: A fully-committed people who come in third
- Have Expectant Faith: He is who he said he is and will do what he said he will do
- Be Authentic: Honest, forthright, plain-spoken and integrity-filled
- Have Fun: Vibrant, winsome, joyful people

Additionally, the Information and Database Manager must ...

- Be an example of the type of Christ follower that we want our people to become by holding to our statement of beliefs, practicing our approach to ministry and embodying our culture
- Demonstrate a passion and aptitude for making disciples of Jesus and embrace genuine Christian community as the primary vehicle of discipleship at The Chapel
- Believe that the Holy Spirit indwells and empowers every follower of Jesus, and consistently experience the very power and presence of God at work inside, through, and around themselves as they participate in God's mission in the world
- Share in the continued mission of Jesus by consistently ministering, through the power of the Holy Spirit, God's presence, love, truth, and power to all those encountered
- Have a strong relationship with God, as evidenced by a healthy devotional and moral lifestyle
- Have a strong family life, as evidenced by the quality of the relationship with their spouse and children (where applicable) and their ability to effectively manage their finances
- Be inspiring, motivating others to sacrifice for God
- Be an effective communicator, formally and informally, verbally and with the written word, with warm and engaging interpersonal skills that are both relational and inspiring
- Have demonstrated abilities as an action-oriented leader, have good follow through, and have high level of multi-tasking abilities
- Possess a desire to continually learn new skills and processes
- Have strong interpersonal skills and demonstrated ability to train, communicate and support both novice and advanced technology users
- Have excellent troubleshooting, problem solving, and documentation skills
- Able to manage detailed work while still understanding the bigger picture
- Able to work with minimum supervision and still complete high-quality work while still meeting deadlines
- Have a college degree or equivalent professional technical training
- Have proven experience in the following areas:
 - Managing databases
 - Creating documentation and training materials as well as conducting trainings
 - Experience with Microsoft Office suite
- Able to work at different campuses and locations of The Chapel as needed (up to 25% of the work week)
- Have proven and successful experience in all areas under the Primary Responsibilities

Information and Database Manager

The ideal Information and Database Manager will also possess the following strongly preferred experiences:

- Data Analytics
- Rock RMS or other church databases
- Scripting
- Writing and modifying HTML, Java Script, SQL, Lava
- Experience with web content management systems

Primary Responsibilities

- Database Administration - Maintaining the functionality, usability and integrity of the church database
- Working with staff and volunteers to create clear requirements for features and reports, then create or oversee the creation of those features and reports
- Creating registration “Events” in Rock and working with our communications team to make them available on our website
- Data Accuracy and Integrity
- Volunteer Team Development and Leadership
- Identify and analyze future needs of ministries based on ministry goals
- Data Security
- Utilize The Chapel’s helpdesk system to efficiently manage requests

This role description is meant to describe the general nature and level of responsibilities being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of their position.