

Ministry Assistant

Principle Function

Work under the direction and supervision of the Lead Pastor to assist him in performing all duties related to the pastoral ministry.

Qualifications

- Demonstrate an unquestioned and vital commitment to Jesus Christ as Savior and Lord.
- Be thoroughly evangelical in faith, doctrine and practice.
- Proficient in Microsoft Windows and Microsoft Office.
- Familiarity with church administration software is desirable.

Character and Personality Traits

- Must present a neat, professional, and well-groomed personal appearance.
- Possess and demonstrate good organization, communication, and people skills.
- Cheerful, friendly, and outgoing personality
- Able to work well with others.

Duties and Responsibilities

1. Maintain a high level of spiritual influence and testimony.
2. Transcribe dictated correspondence, cards, and other documents, maintain records, files, and prepare reports as assigned.
3. Act as receptionist to the leadership team; screening phone calls and receiving guests.
4. Keep an up to date record of the leadership team's calendars; scheduling appointments, ministerial activities, and other related events.
5. Prepare and coordinate printing of weekly church bulletin.
6. Maintain church master calendar to include appropriately updating the church web page and the telephone system automated attendant.
7. Send flowers and/or memorial gifts in times of bereavement according to church policy and practice.
8. Serve as church liaison to coordinate and/or direct weddings according to church policy and practice.
9. Support special clerical needs of the leadership team as needed.
10. Perform limited tasks as back-up to other office staff as assigned or needed during lunch breaks, vacations, illness, and/or other absences.
11. Train and supervise volunteer assistants as needed and/or assigned.
12. Practice complete and appropriate confidentiality with regard to ministry situations of a personal nature and church records.
13. Keep work areas neatly maintained and presentable.
14. Attend professional development conferences and workshops as needed or assigned.
15. Perform other appropriate tasks as assigned.