

**Job Title:** Ministry Assistant  
**Reports To:** Ministry-Specific Minister  
**FLSA Status:** Non-Exempt  
**Direct Reports:** No  
**Date Revised:** November 2019

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## **POSITION SUMMARY**

This position encourages, undergirds, and champions the ministries of the church by: (1) providing assistance and support for the implementation of the Vision, Mission, Values, and Ministry Strategies of the Church, especially related to an assigned ministry or ministries which enables, expedites, and assists church ministry operations; (2) Providing ministerial assistance for the assigned minister(s) or director(s); (3) administering the tasks and functions of church ministries in concert with the daily practices of the assigned ministerial staff; (4) managing, delegating or communicating tasks related to, office management, church calendar and events updates, telephone services, publications, communication, email, bookkeeping, coordination, and correspondence. In addition to serving assigned ministries and ministers, ministry assistants also serve as a member of the office team to support and be cross-trained to accomplish the needs of the Church as a whole.

## **ESSENTIAL RESPONSIBILITIES**

1. Supports the ministry of the church by fulfilling the Church's mission "to glorify God by inviting people into a relationship with Jesus and investing in their spiritual growth, therefore increasing His Kingdom through fully-devoted disciple makers"
2. Assists, leads, arranges, coordinates, and/or communicates various activities, projects, and events, especially managing church calendaring of assigned ministry events
3. Oversees or assists with selected, specific, ministry-related check requests, transfer forms, expense forms, supplies, vendor purchases/relationships, and/or contracts
4. Receives and screens ministers' phone calls; coordinates and helps administer ministerial staff appointment calendars in conjunction with daily church office activities
5. Coordinates and helps schedule travel arrangements, expense management, and speaking engagements for the assigned minister or director
6. Assists in budget development and management; adheres to the church's financial policies and practices procedures, and processes
7. Assists in compiling and maintaining the church membership database, ministry correspondence, documents, records, policies, procedures, files, and minutes, as needed
8. Keeps ministerial staff and others informed of crises or ministry opportunities within the ministry, Church and community
9. Maintains a comprehensive "task list" with details of the specific position's work (sometimes called a "Mack Truck" list); this details the differences of each position
10. Assists the Director of Communications in preparing, verifying, and/or producing ministry-related communications; the Food Services Director menu selection, setups, decorations and other needs; the Facilities Manager in coordinating setups and building/property needs; and the Financial Director in managing financial needs
11. Develops, analyzes, and enhances timely and efficient workflow processes
12. Assist others on the office team to support, strengthen, and implement all ministry plans and strategies, such as assisting with phone calls, appointments, guests and implementing events, projects, and ministries
13. Regular and reliable attendance
14. Performs other duties as assigned

## **KNOWLEDGE, SKILLS & ABILITIES**

To perform this job successfully, an individual must be able to perform each essential responsibility satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required.

### **Education / Experience**

1. High School diploma required; bachelor's degree preferred
2. Three years educational and/or experiential background and interest in office management; leadership experience, preferred
3. Advanced computer skills (including, but not limited to Microsoft Office suite spreadsheets, word documents, Internet and email) required
4. Capabilities and skills in ACS Technology
5. Some positions may have additional preferences, such as the position relating to music & worship may prefer someone with training/education in music/worship

### **Mathematical Skills**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, decimals and percentages

### **Language Skills**

Have gifted written and oral communication skills, including the ability to understand, read, write and speak English. Ability to read, analyze and interpret general professional/ministry periodicals/journals, technical procedures or governmental regulations. Ability to successfully write and/or recommend reports, business correspondence and policy. Ability to effectively present information, respond to questions and professionally interact with ministers, managers, employees, members, guests, vendors and the general public.

### **Reasoning Ability**

Ability to recognize and define problems, collect data, establish facts, draw valid conclusions and correct errors. Ability to understand and interpret basic financial data. Ability to interpret a variety of instructions in a variety of forms and deal with abstract and concrete variables.

### **Other Qualifications**

1. Knows the joy of a conversion experience and exhibit a growing relationship with Jesus Christ as Lord and Savior
2. Promotes a positive, open, flexible, ministry-minded, unified, and creative healthy environment as a team player specifically with ministers and staff as well as church leaders, members, and guests
3. Has a servant attitude and desires to serve God through the local church
4. Works well in a team and organizational matrix environment, as well as works independently
5. People-oriented: Connect well with members and guests; relate well with people
6. Exhibit a comprehensive understanding of ministry needs
7. Knowledge of the church's By-laws, human resource policies, leaders, facility and financial policies and procedures, and general church practices
8. Must be able to plan, organize, and handle multiple, simultaneous tasks effectively and efficiently in a deadline intensive environment with the ability to give attention to detail and accuracy while maintaining a professional, courteous manner
9. Must be able to exercise good judgment and positively influence and lead others, including handling confrontations with poise and efficiency
10. High integrity, including maintenance of confidential information
11. Possess the skills necessary to perform the functions of the job, able to multi-task, and capable of learning additional skills which the job may require.

12. Requires ability to identify and implement opportunities to improve performance
13. Ability to work a flexible schedule, including some rare evenings and weekends

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job responsibilities. While performing the duties of this job, the employee is occasionally required to stand; walk; sit for extended periods of time; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, bend, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Repetitive motion of upper body required for extended use of computer. Required specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

Work environment characteristics described here are representative of those that an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job responsibilities. Works in well-lit, ventilated and climate-controlled Church and office environment with routine office equipment; some equipment has moving mechanical parts. On occasion must perform work outdoors in various types of weather. Noise level in the work environment is usually moderate but can vary depending on the activity.

**ASSIGNMENTS – NOVEMBER 2019**

The following list provides broad key ministry assignments for each position; however, these may not be comprehensive and may be changed as needed.

PTE (20hr)	FTE (40hr)	FTE (40hr)	FTE (40hr)	FTE (40hr)	FTE (40hr)	FTE (40hr)
Students (6-12)	Activities	Administration	Adult Education	Communications	Preschoolers (B-PK)	ELEVATE Worship
	Bereavement Care	>> Finance	Deacons	Missions	Children (K-5)	Sanctuary Worship
	eSpace	>> Facilities	>> Lord's Supper	Women's Ministry		Baptisms
	Prayer	• Weddings	DiscipleLife	Young Adults		Funerals
	Receptionist	>> Food Services	Men's Ministry			
	Senior Adults	>> Media & Technology				
		>> Membership				
		>> Minister On Call				
		>> Office Supplies				
		• Copiers				
		Pastoral Support				
		>> Senior Pastor				
		>> AP of Admin				
		• Business MTGs				
		• Guest Services				
		• Safety Ministry				

**I have read the Ministry Assistant job description and meet or exceed the qualifications to fulfill this position. I agree to follow the Church's policies, procedures and rules. I accept the responsibilities listed above and attest I am willing and able to perform these job functions.**

Employee Name (please print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*This document will be placed in the employee's Human Resource file.*