

Ministry Assistant

Principal Function

Provides administrative assistance to the ministries within Community Church. Offers additional support to the church staff when needed. This part-time position is at 18 hours/week.

Qualifications

- A follower of Christ, committed to the church's spiritual growth
- A team player, someone who is able to work well with others on a staff team
- A demonstrated organizational ability and a strong desire to help
- Familiarity with computers and basic office equipment
- Familiarity with some desktop publishing, or a willingness to learn
- A demonstrated ability to respect confidentiality
- Ability to handle multiple tasks and keep track of detail
- Ability to prioritize work and work with deadlines
- Excellent people and communication skills

Administrative

- Perform all the administrative tasks needed to coordinate and plan classes and groups
- Order necessary materials for classes and groups
- Print class roster for teachers – and enter roster into the church database
- Count and deposit monies collected from classes
- Assist all ministry leaders to keep ministries functioning well
- Set up and send bible-reading and prayer invitations via text message, using the online service
- Help other staff when needed with office projects
- Manage lobby powerpoint

Guest Services

- Oversee Guest Services
- Insure volunteer coverage in the Guest Services areas
- Review and keep updated all the brochures at the Welcome Center

Small Groups

- Maintain accurate record of small groups, leaders, and participants
- Assist with annual Small Group Fair

Ministry Assistance

- Coordinator all details for the Newcomer's Brunch
- Serving Hands
- Parent Child Dedication
- Maintain the ministry pages on the church's website
- Assist with the Baptism process (confirm class teacher, reserve room, contact interested people, prepare class materials, enter names into database, help edit faith stories, print and mail certificates)
- Assist with the Membership process (confirm those attending class, prepare class materials, reserve room, coordinate dinner details, enter names into database)
- Assist with the Emergency Procedure process (email invitations to identified groups and individuals, print booklets, reserve room)

Database and Web

- Oversee the church's database, making sure everything is current and up-to-date
- Stay well informed on all database capabilities
- Maintain all ministry pages on the church's website, keeping pictures and content current
- Update all volunteer job descriptions on the church's website

