

First Baptist Church of Stanleyville
Ministry Assistant Position

Reports to: Senior Pastor

Position Type: Full-time, hourly compensation

Position Summary:

The Ministry Assistant provides administrative support to our pastors and our church community as a whole. As the greeter for all church office visitors and first contact for callers and digital and print correspondence, the Ministry assistant provides a positive Christian witness in conduct, attitude, and example at all times. The Ministry Assistant performs a variety of administrative tasks including but not limited to: handling of all general church correspondence and church-related correspondence for the pastors; maintains the church calendar and assists with scheduling and reminders for scheduled calendar activities; creates, reviews and publishes church newsletters, bulletins and other church-wide communication. Maintains church membership database. Assists with slides and presentations for church services and church committees as requested. Assist with coordination efforts for staff meetings, committee meetings, reports, and deliverable products. Adds church events to social media, website, and other electronic correspondence as required. Assist in the development of marketing and communication materials to achieve church mission and goals.

The ideal candidate is a self-starter, initiative driven, innovative thinker, efficient, detail-oriented, and skilled in developing and maintaining workplace and customer relationships.

Position Responsibilities:

1. Provide a positive Christian witness in conduct, attitude, and example at all times.
2. Support the programs and staff of the church.
3. Handle all general church correspondence and church-related correspondence for the pastors.
4. Create, review, publish and distribute church-wide communications such as the monthly newsletter, weekly prayer guide, weekly service bulletin, social media items and others as needed.
5. Maintain church member database to ensure an up-to-date mailing list, Sunday School rosters, committee membership, Deacon and church lay leadership (Sunday school teachers, for example.)
6. Process information on membership changes in coordination with the church clerk and pastoral staff.
7. Process requisitions for church treasurer as requested.
8. Maintains inventory of office supplies and anticipates supply needs; ensures prompt ordering and receipt of supplies and delivers supplies as needed. Ensures purchases remain within the line-item budget for office supplies.
9. Order all general supplies as needed and requested. (office, janitorial, kitchen, etc.)
10. Order all literature materials as needed (Sunday School, WMU, Discipleship, etc.)
11. Maintain the church calendar and thus facilitate the correlation of activities and meetings. Notify custodian of events for the week. Send meeting reminders for committees as requested.
12. Maintain benevolence system of tracking and gift card allocation per Deacon and Senior Pastor direction.
13. Pick up, sort and distribute mail and process outgoing mail.

14. Maintains physical and digital filing systems. Converts hard copy files to digital as needed.
15. Drafts and edits letters, reports, and other documents.
16. Uses word processing and presentation software to create and edit documents.
17. Researches as requested and compiles and summarizes information for reports or presentations.
18. Provides office communications support by fielding calls, answering questions, forwarding messages, confirming appointments and follow up as needed.
19. Greet and assist all visitors to the church office.
20. Notify pastoral staff, deacon leadership and Sunday School classes of prayer requests and needs of church members.
21. Keep record of all weekly time-sheet logs for hourly employees to include sick time, personal time, and vacation time. Submit by-weekly for Senior Pastor approval. (vacation, sick days, etc.).
22. Operates office equipment such as copiers and printers and maintains equipment by completing preventive maintenance, troubleshooting failures, calling for repairs, and monitoring equipment operations. Forecasts and ensures toner and paper product items are on hand to accomplish publishing requirements.
23. Enhances our church's reputation by accepting ownership for accomplishing new and different requests; and exploring opportunities to add value to job accomplishments.
24. Works with sensitive information with discretion to maintain confidentiality and security and ensure compliance with privacy policies and regulations.
25. In addition to the above stated duties, shall (within the limits of time) perform other related services as requested.

Position Qualifications:

Education and Experience

High School Diploma or GED (Required)

1 to 3 years proven experience in a similar or related job position (Preferred)

Prior experience as a Ministry Assistant

Skills, Knowledge and Abilities

Strong communication and organizational skills

Able to prioritize work

Able to work independently and meet deadlines.

Proficient with office productivity suites like Microsoft 365 & customer relation management databases.

Key Competencies

Servant heart and mind orientation; Integrity; Technology Savvy, Aptitude for Growth; Willingness to adapt, learn and grow.

Essential Physical Functions

This position operates in an office environment using standard office equipment. While performing the duties of this position, the employee may be required to stand, walk, sit, push, pull, reach, talk and/or hear. The employee must occasionally lift or move office products and supplies up to 20 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.