

## **Position Description**

Title: Ministry Assistant

Classification: Part-Time (12 hours per week)

Reports to: Lead Pastor

## **Position Summary**

The Ministry Assistant oversees and manages the church office operations of Water's Edge Church and provides full administrative support to the Lead Pastor. Additionally, the MA maintains online databases and processes and sends communications in various forms.

## **Qualifications**

- The Ministry Assistant will have an active and growing relationship with Jesus Christ; evidenced by action, attitude, speech & behavior.
- The Ministry Assistant will have a passion for the church and for serving people.

## **Skills**

- Effective overall communication skills (written, verbal & interpersonal)
- Strong organizational skills with the ability to multitask
- Proficient in basic computer software (Microsoft Office) and the capacity to learn new software and web-based systems
- Basic graphic design skills (preferred)

## **Responsibilities**

### *General:*

- Participate fully as a member of the Water's Edge ministry staff.
  - Attend monthly staff meetings.
  - Participate in church-wide events with the staff.
- Perform other responsibilities as assigned.

### *Church Office:*

- Oversee and manage the office budget.
- Maintain and order office supplies as needed.
- Coordinate the maintenance of the copy machine and other office equipment as needed.
- Organize and maintain files (physically and digitally)
- Update and maintain office policies and procedures.

### *Administrative Systems and Processes:*

- Maintain Planning Center Online database and processes
  - Ensure people profiles are up to date
  - Perform and maintain follow-up processes
  - Assist ministries with event forms
  - Coordinate and maintain the church-wide calendar
- Process connect cards and prayer requests weekly and distribute appropriately
- Maintain background check records.

### *Communications*

- Manage the phone system including the voicemail system.
- Manage church e-mail and distribute e-mail daily to appropriate staff and volunteers.

- Use appropriate software applications to send emails and text messages (MailChimp, Goo, etc.)
- Prepare printed materials (e.g. connect cards, event flyers, printed materials for events)
- Maintain website.

*Other Duties*

- Attend meetings with the pastor or other teams as requested.
- Assist with set up and clean up for events.
  - Sundays (Newcomer's Lunch, baptism meetings, business meetings, etc.)
- Assist Lead Pastor with various projects.