JOB TITLE: **DISCIPLESHIP MINISTRIES ADMINISTRATIVE ASSISTANT**

REPORTS TO: DISCIPLESHIP PASTOR
ALSO SUPPORTS: PASTOR OF CONNECTIONS/INSTITUTE, HUMAN RESOURCES & ACCOUNTING ADMIN
STATUS: PART-TIME (25-29 HRS PER WEEK)

POSITION SUMMARY:

Serve as Ministry Assistant to the Discipleship Pastor and support the other pastor and staff member listed above as part of fulfilling the mission of Redeemer Church to Declare Jesus and Develop Jesus Followers. This is a task-oriented position that fits someone who loves consistent execution and seeing specific responsibilities through to completion.

Keep records in Redeemer's church management software (CHMS) accurate and up to date in an orderly and efficient manner. Help manage Redeemer's donor software and contributions, and accounts payable and receivable. Assist the Office Administrator with daily office operations.

Oversee event and meeting coordination including scheduling, planning, room and material preparation, in collaboration with the soul care coordinator, elders and pastors, and volunteer leads.

KEY RESPONSIBILITIES

PASTORAL ASSISTANT TO THE DISCIPLESHIP PASTOR:

1. Provide administrative support to the Discipleship Pastor for his areas of responsibility. Assist with schedule coordination and meeting planning. Execute systems and processes for the ministries he oversees.

2. Serve as the lead church management software (ChMS) user on staff, including new profile management, process queue execution and improvement, information accuracy upkeep, and new staff member training.

3. Provide administrative support for attenders considering Missional Partnership, processing applications, scheduling interviews with elders/pastors, and running the Missional Partner ChMS process queue.

4. Follow up with each new Missional Partner, ensuring they review their profile, add an individual and family picture, receive a Missional Partner welcome letter, and are added to an elder/pastor Flock Group for shepherding purposes.

5. Gather, record, and send out prayer requests to Redeemer's prayer teams on a weekly basis.

6. Assist with monthly Life Group leader meetings, providing refreshments and administrative support. Schedule meetings between Life Group leaders and the Discipleship Pastor.

7. Provide support to Life Group leaders, especially with new group launches, adding and removing members, and completing attendance reports.

8. Serve as the first point of contact for baptism applicants and coordinate communication and scheduling with the appropriate pastor for testimony review.

9. Stay current on ministry updates from Global Outreach partners by forwarding email updates to the Comms team, capturing update summaries for the Discipleship Pastor to review on each ministry and occasional additional communication with missionaries on the field.

10. Manage refreshment preparation for leader meetings and other events as needed.

CONNECTIONS/INSTITUTE ADMINISTRATIVE SUPPORT:

11. Serve as a key point of contact for First-Time Guests (FTG) through phone calls and in person interactions. Work closely with the Connections pastor on guest connection.

12. Coordinate FTG follow-up efforts with the Children's Ministry Director and hospitality and assimilation team volunteers.

13. Assist with registration for Redeemer Institute Core Classes in the fall and spring, including initial communication, provision of materials, refreshment management and other administrative needs. Provide administrative support and communication for Core Classes throughout the semester.

CONTRIBUTIONS & ACCOUNTS PAYABLE:

14. Manage all accounts payable, processing vendor bill payments on-time and working in QuickBooks to keep vendor payment records orderly and up to date.

15. Serve as donor contribution liaison to the congregation, answering questions regarding donations including donor contact and payment information and contribution statements.

OFFICE MANAGEMENT:

16. Greet Redeemer Church guests and members with warmth, congeniality, and professionalism at the front desk Monday-Thursday. Manage the Sunday front desk volunteer reception team and schedule.

17. Coordinate Sunday office use by handling all scheduling with the soul care ministry, worship team, pastors, elders, and others using each office on Sundays.

18. Answer the Redeemer Church phone Monday-Thursday and pass on messages to the appropriate staff member in a timely fashion.

19. Handle office supply inventory management and printer inventory management, including ordering and restocking.

HIRING REQUIREMENTS:

- A growing relationship with Christ and agreement with the mission and vision, Doctrine and Distinctives of Redeemer Church.
- Warm and caring attitude, strong interpersonal skills, and high integrity.
- Ability to keep sensitive church and church member information confidential.
- Demonstrated ability to handle multiple tasks and manage time effectively under the pressure of time constraints.
- Demonstrated team player and commitment to other members of the team.
- Effective verbal and written communication skills, including presentation skills.
- Basic computer skills, such as email, database management, document preparation, etc.
- Willingness to complete the criminal background check process.

Note: The above is intended to describe the general content and requirements of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

Updated 2/2026