

Adult Ministries Assistant

Objective:

The Adult Ministries Assistant provides administrative and functional support to the Community Pastor and Pastor to Senior Adults & Pastoral Care.

Adult Ministries (40 hours per week maximum)

Membership and Assimilation

- Maintain membership files in Realm database and create reports as needed
- Assist with planning, coordinating, and executing Open House Membership classes

Community Groups

- Maintain and update Community Group database, rosters, and website information
- Set up and edit classes, activities, and groups in Realm throughout the year as needed
- Manage weekly Community Group attendance and create reports for Community Pastor
- Administrate all calendaring through e-Space online calendar
- Serve Community Group leaders with administrative needs
- Manage and order any office supplies needed for Adult ministries.

Miscellaneous

- Manage Realm database and assist with administration of Community Groups, Assimilation, Sr. Adult ministries, and Pastoral Care.
- Work with communications team to coordinate announcements, graphics requests, and social media promotions
- Assist with seasonal “after-hour” events (conferences, leader trainings, etc.)
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)
- Other duties as assigned

Position Details

Reports to: Community Pastor and Pastor to Senior Adults & Pastoral Care

Direct Reports: None

Work Status: Full-time