

Grace Point Job Profile

Job Title: Ministry Administrative Assistant (Full Time)

Organizational Role:

- Reports to Pastor Arts & Communications
- Salary, Full-Time Position (40 hours, weekly), Year-Round

Overall Purpose of this Job:

This role will serve as primary administrative support for Grace Point ministry staff and to serve the congregation by accomplishing administrative tasks with excellence, working in unity with the staff.

Key Contribution Areas and Measures of Job Performance:

- Receptionist for callers and office visitors
- Provide administrative assistance and support to the Ministry Staff
 - Pastor of Student Ministry
 - Pastor of Missions & Discipleship
 - Director of Connections & Volunteer Engagement
 - Secondary Support to Lead Pastor
 - Secondary Support to Pastor of Arts & Communication
 - Secondary Support to Director of Children's Ministry
- Provide administrative support to other ministries as needed
 - Men's Ministry
 - Women's Ministry
- General Office/Administrative Projects for pastors, directors, and ministry leaders
 - Assistance in preparing for Sunday mornings
 - Assist with the planning and execution of meals associated with meetings and smaller events, as needed
 - Record meeting minutes for staff meetings
 - Receive and process Room & Resource Request Forms and maintain the church Facilities Calendar
 - Receive and collect Staff Prayer Requests for distribution to appropriate parties
 - Coordinate with other Administrative Office Staff for the completion of Ministry Projects and Initiatives
 - All general responsibilities of a church receptionist/secretary
 - Miscellaneous projects, as needed
 - Provide administrative and logistical support for baptisms, weddings, funerals, and other events, as needed

Qualifications

- A growing relationship with Jesus Christ and alignment with Grace Point's mission, vision, and core beliefs
- Excellent written and verbal communication skills with attention to clarity and detail
- Strong organizational and time-management skills with the ability to meet deadlines
- Previous experience in communications, marketing, or church ministry preferred
- Detail-oriented and self-motivated; able to prioritize and change priorities as needed

Personal Attributes

- A heart for serving others through effective communication
- Collaborative, creative, and dependable; works well in a team environment
- Positive and flexible attitude with a willingness to learn and adapt
- Understands the importance of tone, context, and consistency in church communication