

Grace Point - Job Profile

Job Title: Ministry Administrative Assistant (Part Time)

Organizational Role:

- Reports to Director of Administration
- Hourly, Part-Time Position, Year-Round
 - Three Days Per Week (20-24 hours)

Purpose:

To support specific members of the Grace Point pastoral/ministry staff and to serve the congregation by accomplishing administrative tasks with excellence, working in unity with the staff and Director of Administration.

Key Contribution Areas and Measures of Job Performance:

- Receptionist for callers and office visitors
- Primary Administrative Assistant to Lead Pastor
 - Maintain schedules (e.g. sermon, communion, pastor on call, elder prayer)
 - Reminders to those on the schedule
 - Filing and office organization
 - Maintain sermon files (hard copies and electronic)
 - Maintain pictures/illustrations for sermon slides
 - Search for appropriate graphics
 - Prepare and upload group discussion questions
 - Sermon prep desk set-up
 - Calendar scheduling and maintenance
 - Anticipate needs and information to gather
 - Reminders for communion, baby dedications, baptisms
 - Assist with preparation for weddings/funerals
 - Sort mail in order of priority
- Primary Administrative Assistant to Pastor of Missions & Discipleship (and Teams)
 - Yearly and biyearly missionary reports
 - Missionary prayer requests (monthly)
 - Missionary birthdays and anniversaries
 - Greeting cards
 - Complete necessary GP forms for meetings (Room & Resource Requests)
 - Prep for meetings, including set up and refreshments
 - Coordinate missionary home leaves
 - Keep track of PAC (Prayer and Care) Teams and prepare updates
 - Communicate with missionaries as needed
 - Coordinate sending monies for special projects for missionaries
 - Keep budget updated

- Primary Administrative Assistant to Director of Children's Ministry (and Teams)
 - Filing, printing, organization, scanning
 - Kids Safe process – coordinating with Bob Baumann
 - Prepare for Sunday morning lesson
 - Assistance with occasional large projects
 - Assistance with Vacation Bible School
 - Creating Zoom links
 - Ordering food for occasional events
 - Processes for Child Dedications, Baptisms, Guests
- Receive oversight, direction and coaching from Director of Administrative Team
 - Weekly check-in meetings
 - Daily support as needed
 - Occasional devotion and prayer times
- Any general office/administrative projects for pastors, directors, ministry leaders
 - Assistance in preparing for Sunday mornings
 - Plan and execute meals associated with meetings
 - Record meeting minutes for staff meetings
 - Maintain bulletin board in main hallway (current with GP events, etc.)
- Assistance with prayer administration (monthly staff prayer requests for elders/Amchit, staff meeting list, requests to elders)
- All general responsibilities of receptionist/secretary
 - Miscellaneous projects as needed
 - Send greeting cards as needed
 - Baptism, wedding, funeral administrative assistance

Qualifications

Excellent verbal and written communication skills

Well organized, detail-oriented and self-motivated

Strong time-management skills

Good grammar skills

Able to prioritize and change priorities as needed

A teachable spirit

Dependability

Willing to humbly receive guidance and coaching from supervisor

Team player to accomplish goals for God's glory and purposes