

## **Denman Avenue Baptist Church**

### **Executive Ministry Assistant**

#### **Purpose for Position**

The Executive Ministry Assistant will assist the Senior Pastor in administering the day-to-day operations of the church ministry and office staff while supporting the ministerial team in pursuing the mission and core values of Denman Avenue Baptist Church.

#### **Primary Responsibilities**

##### **Administrative & Operational Oversight**

- Manage church membership records, new member packets, welcome center materials, and church clerk responsibilities as assigned by the Pastor
- Organize and implement a system for visitor follow-up and contact
- Maintain the master church calendar, including building usage, class activities, weddings, FLC requests, and special events
- Coordinate and calendar the work of church committees to ensure effective function and timing
- Oversee staff compliance with the most recent personnel policy and procedures manual
- Manage office staff, including conducting job evaluations
- Implement office procedures that ensure an orderly and efficient workflow
- Maintain staff vacation and sick day records
- Be cross-trained in other office roles and step in when needed

##### **Ministry Support**

- Assist pastoral staff with:
  - Mission trip arrangements (travel, lodging, materials, etc.)
  - Benevolence requests
  - Bereavement needs
  - Promotion of church ministries and events (social media, Sunday slides, email)
- Support the Senior Pastor through effective communication with church members and the community when he is unavailable
- Attend monthly ministerial staff meetings and keep detailed minutes
- Keep detailed minutes for the monthly Faith Family Meeting
- Prepare the business meeting agenda for the monthly Faith Family Meeting

##### **Church Ministry Support**

- Assist Children's and Preschool Ministry Directors with administrative tasks
- Order and distribute literature for church organizations
- Oversee the church Amazon purchasing system
- Manage purchasing needs for ministerial staff and the Facilities Manager
- Assist the Security Team with scheduling
- Provide secretarial support to the Deacon Ministry, including:
  - Typing minutes (as needed)
  - Assisting with the Deacon/Widow Banquet
  - Updating and distributing the Deacon Handbook
- Maintain a calendar of deaths among church members and prepare the annual Christmas Memorial Video for the Candlelight Service

##### **Other Responsibilities**

- Perform additional duties as assigned by the Senior Pastor.

### **Qualifications and Experience**

- Proven ability to manage people and hold them accountable
- Strong computer skills (email, online ordering, Microsoft Office)
- Strong organizational and problem-solving skills
- Ability to manage multiple tasks and adjust to changing priorities
- Demonstrated work ethic and initiative
- Ability to work in a fast-paced environment under pressure
- Strong interpersonal and communication skills
- Active member of Denman Avenue Baptist Church
- Fully committed to the church's mission and core values
- A life grounded in Christlikeness and above reproach

### **Hours & Compensation**

- Part-time position (no benefits)
- Weekly wage
- Two weeks paid vacation
- Flexible schedule (not to exceed 32 hours per week)
- Occasional Sunday availability required