



**ABOUT THE CHURCH OF ST. JOHN THE DIVINE:** The Church of St. John the Divine is a vibrant Episcopal Church, centrally located in Houston, Texas. Founded in 1940, St. John the Divine has a membership of over 4500 people and offers six worship services each Sunday. We place high value on being a warm and welcoming community of Christians with varied backgrounds committed to "Changing Lives for God in Christ". Our vision is to GATHER in Christ-centered worship and fellowship, GROW in Biblical faith and discipleship, and GO in mission to serve others. St. John the Divine seeks to be a place of belonging for people wherever they are in their faith journey.

**Principal Functions:** The Ministry Assistant is responsible for supporting the day-to-day activities of various Church ministries, including administrative support, scheduling, coordination, and event support for these ministries. The ideal individual will have a warm welcoming demeanor, the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills. The Ministry Assistant must be able to work under pressure and handle a wide array of activities and confidential matters with discretion. This position requires schedule flexibility with periodic weekend and evening hours. This is a full-time, salaried non-exempt, benefits-eligible position.

**Qualifications for the Position:**

- Professional, confident, and joyful demeanor that positively reflects the church.
- Must be service-minded and gift of hospitality and administration.
- Should be flexible and adaptable to various competing demands and demonstrate the highest level of service and response.
- Highly resourceful team-player, with the ability to also be extremely effective independently.
- Must be a self-starter with the ability to work under pressure and provide high-level administrative support.
- Ability to interface with clergy and ministry leaders on ministry projects; ability to communicate and work with lay leaders, parishioners, and volunteers.
- Proven ability to handle confidential information with discretion.
- Commitment to support the mission of The Church of St. John the Divine and the Episcopal Church.

**Education and Experience Requirements:**

- Bachelor's degree preferred.
- Strong work tenure: three to five years of experience supporting organizations, preferably in a Christian or non-profit organization.
- High level of proficiency with Microsoft Office Suite and ability to learn church-specific database and software programs.
- Excellent time management skills.
- Attention to detail, with strong organizational skills and the ability to multi-task.

**Duties include but are not limited to:**

- Provides administrative support for various ministry areas and affiliated ministry groups, coordinating meetings, special-events, and provides communications coordination.
- Provides direct administrative support for various members of senior ministry staff.
- Primary custodian of ministerial database, ensuring that all ministry information is accurately entered and represented.
- Coordinate calendars, events, correspondence, and record keeping.
- Manage registration and activities surrounding conferences, retreats, and other ministry events.
- Accurately track expenses by managing credit cards, receipts, and reimbursements in a timely manner
- Maintains welcoming appearance and organization of ministry areas.
- Other administrative duties as requested.