

**Grace Church of Orange  
Staff Ministry Description  
MINISTRY ASSISTANT**

**I. Position Description**

The Ministry Assistant serves Grace Church of Orange by performing various administrative duties to facilitate effective ministry. This position focuses mainly, though not exclusively, on serving the administrative needs of the pastoral staff.

**II. Primary Responsibilities**

**A. Administrative Support**

- Assist Pastors and Administrative Staff with administrative tasks as needed.
- As needed answer the church phone, screen and direct calls, and greet and direct visitors with a joyful and helpful spirit.
- Help with administrative tasks related to events. Including but not limited to, buying, picking up and setting out food, preparing rooms, and helping with set up/tear down of events.

**B. Pastoral Staff Support**

- Proactively find ways to help improve the efficiency of pastoral and administrative staff.
- Proactively find ways to free pastoral staff to focus on prayer, preaching, and people.

**III. Accountability**

- This position is directly accountable to the Office Manager.

**IV. General Requirements:**

- Professes and evidences saving faith in Jesus Christ and a growing love for and obedience to him.
- Is an active participant of Grace Church of Orange and in agreement with the doctrinal statement and “8 Distinctive Values”.
- Meets the requirements of a deacon as outlined in 1 Timothy 3:8-13.

**V. Skills and Abilities:**

- Is service-minded, flexible, dependable, teachable, and self-motivated.
- Relevant church ministry or equivalent office experience preferred.
- High School Diploma or equivalent education preferred.
- Comfortable working with computers and using office equipment. Sufficient in computer programs including Windows, Microsoft, Google Drive. Experience in Adobe Creative Cloud and/or Canva is a plus.
- Detail-oriented and able to maintain an organized work environment.
- Strong communication skills, both verbal and written.

**VI. Employment Classification and Time Required**

This is a part-time non-exempt position requiring approximately 20 hours per week.

**VII. About Grace Church of Orange**

We are a Christ-centered community intent on proclaiming the Gospel, making disciples, and sacrificially serving Jesus. Grace Church of Orange is associated with the Fellowship of Grace Brethren Churches and has roughly 450 regular attenders.