

Whatever you do, work at it with all your heart, as working for the Lord, not for men, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving. Colossians 3:23-24

Position Overview:

The Ministry Assistant shall model ***Christ-like character***, creating a caring and responsive church office environment that is flexible, supporting and empathetic to CBC Staff, church members, and visitors, while at the same time demonstrating the highest level of personal integrity, ethics and confidentiality indicative of a servant-hearted Christ-follower leader supporting the ***Daily Administration*** of the church through ***General Office Management*** as the primary administrative support person.

Christ-Like Character

The Ministry Assistant shall:

1. Maintain a consistent disciplined, holy walk with God, modeling faith, trust and obedience within a dynamic love relationship with Christ.
2. Foster an atmosphere of family through the CBC community, unconditional Christ-like love, and unity among the saints by demonstrating the ability to graciously handle unexpected interruptions, difficult situations and challenging individuals with a positive and servant attitude.
3. Model integrity and Christ-like values through their family and ministry roles.
4. Keep family as a priority, loving and caring as Christ does the church
5. Be ultimately and primarily accountable to God through prayer and leading by the Holy Spirit, looking to Jesus Christ as the Head of the Church. Be also accountable to the Senior Pastor, the Personnel Committee, CBC policies and constitutional bylaws.

Daily Administration and General Office Management

The Ministry Assistant shall:

1. Provide support and empathy for church family and community members through offering regular prayer, demonstrating compassion, and conveying encouragement according to Biblical guidelines, as well as, when applicable supplying practical assistance.
2. Serve as Chatham Baptist Church's receptionist, primary point of contact and liaison for staff, CBC members, guests, community members and vendors through such means, but not limited to:
 - Postal mail
 - Phone
 - Electronic correspondence
 - Fax and
 - In person
3. Use knowledge of Chatham Baptist Church's policies, constitution, procedures and common practices to relieve the CBC Staff of numerous contacts by determining an appropriate course of action when responding to a variety of questions to all manner of routine operational and procedural questions that arise from members, guests, the general community and vendors. Then relay instructions and requests for information to the appropriate CBC Staff as needed and when questions are beyond the scope of responsibilities or knowledge.
4. Prepare office support budget with detail knowledge of why money is needed and create necessary reports; having necessary financial information available for church treasurer, staff

and respective committees.

5. Balance bank statements and Sunday's offering, maintaining accurate giving records.
6. Maintain and update the All-Church Calendar, keeping the schedule for all church activities and then keep the Senior Pastor and other CBC Staff abreast of upcoming activities.
7. Create, organize and maintain paper and electronic files so storing and/or retrieving of files can be done with speed and efficiency and can be utilized by others to find needed (electronic or hard copy) information/documentation in the absence of the Ministry Assistant.
8. Upon request, compose outgoing correspondence for the Senior Pastor and other CBC Staff and review and edit documents prepared by them for content and appropriate spelling, punctuation, syntax and format.
9. Be responsible for coordinating the production and preparation of CBC mailings and for scheduling appropriate delivery or pick-up of all UPS (*Special Delivery*) and U.S. mail.
10. Oversee and organize the operations of the CBC office to ensure the timely flow of support activities for CBC's many programs and activities such as but not limited to:
 - Ordering general office supplies and other materials as needed
 - Ordering quarterly Bible Study literature
 - Maintaining office equipment
 - Negotiating contracts for equipment/supplies in conjunction with church staff and leadership
 - Producing, reviewing, editing, printing and / or sending materials needed to support church ministries, church staff or church leadership
11. Ministry Assistant is responsible for payroll preparations for direct deposit or written checks—prepares hourly and salary information for payroll. Run and balance payroll reports and transfer monies for each DBA entity. Create payroll liability reports and then pay and report as directed by the state and federal guidelines. Prepare, balance and run W-2s and W-3s. All of this is done with the treasurer's knowledge and oversight.

The above daily administration and general office management duties and responsibilities may change from day to day, month to month and even year to year and does not preclude other responsibility opportunities or a change in job direction as determined under the direct leadership of the Senior Pastor and the vision for the church.

Special note: Requests from others need to be reasonable and in a timely manner; following normal office procedure to ensure the Ministry Assistant has ample time to fulfill request.

Overview of General Office Management

The Ministry Assistant shall agree with and is responsible to follow the guidelines of the CBC constitution and policy manual. The Ministry Assistant may be called on to provide associational leadership at local, state and national levels. CBC encourages and supports convention and mission work when calendar and budget permits.

Other Responsibilities:

The Ministry Assistant shall:

1. Participate in Staff meetings and take notes
2. Keep the Senior Pastor, appropriate staff, and lay-leaders fully abreast of concerns through regular, informal and confidential communications
3. With servant-leadership, promote and support total church programming, CBC staff and lay leaders striving to fulfill the vision and mission of the church

4. With servant-leadership, assist in implementation of church policies, guidelines and constitutional bylaws
5. Communicate with the Senior Pastor and other CBC staff for timely distribution of print and electronic information such as but not limited to Sunday Bulletin and Wednesday Prayer-sheets
6. Minister to new church members and/or prospects through routine contact, providing kind words and assistance as individuals come into the office, communicate via the phone or email

The Senior Pastor (or in absence of the Senior Pastor, the Personnel Committee) may assign other duties as necessary.

Annual Review

The Senior Pastor, as directed by the church constitution, will conduct an annual review of the Ministry Assistant. The annual review will be in a written format and based upon the current job description. It will be conducted and completed during the first or second month of the third quarter of each budget year (*July or August*) with results and recommendation reported to the Personnel Committee in a timely manner.

Qualifications and Necessary Skills

The Ministry Assistant shall be an evangelical adult Christian and shall have the necessary skills and experience to successfully accomplish daily administration and general office management duties, tasks and responsibilities timely, efficiently and with a high degree of excellence. The Ministry Assistant must possess the following specialized skills:

Computer Skills:

Possess the familiarity with personal computers and the use of advanced word processing, spreadsheet, financial and graphics/publishing software demonstrating ease at creating, utilizing, updating and maintaining church related files including backup files. Possess the ability to learn and take advantage of new office automation technologies, adapting to new software the church chooses to implement.

People Skills and Personal Traits:

1. Be able to deal effectively and diplomatically with CBC Staff, members, guests, and the general community with a caring attitude
2. Be trustworthy and discrete, able to work with confidential information and not disclose information to nonessential individuals
3. Be reliable and flexible
4. Be self-motivated and deadline aware, able to prioritize and re-prioritize
5. Be articulate: *Communicates clearly and effectively both orally and in writing*

Clerical Skills:

1. Exceptional organizational and follow through skills
2. Ability to coordinate a variety of projects with differing priorities and to juggle priorities and adapt quickly to new situations
3. Extensive office experience with a thorough knowledge of record management systems

Ministry Assistant

Date

Chairman of Personnel Committee

Date