

## Ministry Assistant Job Description—Monday & Wednesday

ACS (Automated Church Systems) database software. This position requires knowledge of ACS desktop software or the ability to quickly learn to use this software. Specifically, the People Module (<https://wiki.acstechnologies.com/display/ACSDOC/People+Suite>)

- Weekly input of individual attendance
- Use ACS to create and print new attendance rosters monthly
- Utilize ACS to perform searches to send specific groups of people emails or mail-outs
- Set up groups in ACS
- Sunday School Promotion.... promote individuals in ACS so we can make new rosters for the new year

Design postcards and posters as needed for the youth ministry.

Track Attendance for the youth ministry and create new rosters monthly.

Make photocopies of worksheets for Sunday School/Adult Bible Fellowship teachers as needed.

Maintain and create graphics/posters for various Bulletin Boards around campus.

Annual Graduate Luncheon (Special after-service luncheon and slideshow for High School graduates)

- Design invitations and assist with decorating (this has been annual event since 1999)
- Collect senior photos and parent's audio for luncheon slide show.
- Create slideshow for Senior Recognition worship service (this is for the church service recognition and only has still photos)

Create and mail postcards for various church events

Nursery Ministry

- Weekly update nursery database (security process)
- Print labels each week for each nursery class (These numbers change weekly)
- After the Childcare Director creates the monthly schedule, the Ministry Assistant enters the data into ACS, prints the labels and mails the schedules.

Music Ministry

- Clean out orchestra music binders weekly
- Print orchestrations weekly
- Order music
- Purchase Orders for music department
- Put new music into Planning Center (<https://planning.center/services/>)

Children and Youth Ministries

- Keep track of purchases for Children and Youth, divided by accounts
- Fill out purchase orders for Children and Youth

- Keep track of Student accounts (youth can volunteer and raise \$ for events and trips)
- Print Worship Guides each week from “Children Bulletins” web site.

#### New Member Process

- Keep track of where each new member is in the process

#### Kidz Worship Camp (Summer week-long event each year)

- Set up attendance rosters and maintain throughout week
- This is a huge week for RBBC, it takes many hours on all our parts, planning, ordering, making copies etc. (The week prior and the week of Kidz Worship Camp, more hours should be allowed to accomplish all that needs to be done.)
- Take photos throughout this week and create a slide show for the final program.

Order Sunday School Curriculum when needed.

Order Supplies for Resource Room in Bldg. 4

Cover front desk when the Receptionist is on vacation or at lunch (Greeting walk-ins and answering phone calls.)

The Ministry Assistant has traditionally served as the Coordinator on Sunday mornings in the Nursery building during Sunday School hour as a volunteer. (9:00-10:00 am)

Answer phone in the office when needed during open hours (receptionist busy on another line, for example)

Attend weekly staff meetings

#### Screening Profile Process

- Make files for new volunteers
- Send reference letters to people that have been identified as character references

## **The Heights Ministry Assistant—Tuesday & Thursday**

#### Attendance

- Input new students and volunteers into ACS database
- Prepare rosters for classes/take attendance
- Prepare packets for new students and volunteers
- Sign out rosters for parents to sign each time student is checked out

#### Bus

- Ride bus or van when needed

- Bus cards – attendance cards so bus drivers know who gets on the bus
- If students do not get on bus-phone call to parents

#### Phone

- The Ministry Assistant carries the Heights phone and takes calls from schools, parents etc.

#### Postcards

- Design and mail

The Heights Ministry assistant's job is to be there for the tutors and even assist with tutoring if needed. The position also escorts students between sessions, welcome parents, and checks students out at the end of the day.

#### Heights photographer

- Photographs of Heights kids throughout the year and at events so we can have an end of year slide show.
- Create slideshow

Make photocopies for tutors when needed.

#### Events

- Help plan, set up, decorate, teardown, order supplies etc.
- The Heights has at least three family events during the year.
- Assist with fundraisers. (last year we had a golf tournament)

Create purchase orders for The Heights.

Attend Board Meetings (this position is not ON the board but does attend the meetings) once a month.

Computer work is done in the morning. Set up begins around 1:00 pm and we begin picking up students at 1:45. We finish with late pickups and securing campus at about 6:00 pm (sometimes later).

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There are many activities that occur on campus that the church staff participate in. Staff are usually the first there and the last to leave. As with any church staff position, paid work often overlaps ministry, so time sheets will not always reflect the actual number of hours spent supporting church ministries and events. Some evenings and weekends will be required.