

Ministry Assistant Service Profile

1. Title – Ministry Assistant
2. Purpose
The Ministry Assistant primarily manages the church office to promote a professional, friendly, and efficient administrative environment responsive to needs of church staff, church members, and public contacts as appropriate.
3. Responsibility
The Ministry Assistant reports to the Senior Pastor as direct supervisor
4. Personal Characteristics
 - A Biblically-rooted, warm-hearted faith in Christ expressed in loving, joyful, healthy relationships and an outgoing confidence to share his/her personal faith, trust, and experience in Jesus Christ
 - An enthusiastic commitment to the mission & vision of Judson Baptist Church
 - A team player who works well with church staff and effectively manages volunteers
 - Personal commitment to the spiritual heritage, doctrine, and social principles of Baptist belief
 - Christian character exemplified by a prayer life, spiritual discipline, and church life participation
 - Adaptive & responsive to the needs of a growing, evolving church ministry
 - A committed Christian exemplifying the highest degree of personal integrity
5. Qualifications & Skills
 - Practices excellent interpersonal communication
 - Possesses excellent organizational ability
 - Coordinates volunteers effectively
 - Prioritizes tasks flexibly as needs change
 - Exhibits professional conduct & character at all times
 - Discerns, respects, & protects confidentialities
 - Works independently, requires minimal direct supervision
 - Adheres punctually to the office attendance schedule
6. Education, Training, Experience
 - Five years minimum experience preferred
7. Duties & Responsibilities

Administrative

- Perform receptionist duties; greet and discern needs of visitors & church members in the office, answer phones, screen & direct calls, take & distribute messages to appropriate persons in a timely manner
- Understand & utilize all computer software applications currently employed by the church: PowerChurch, Microsoft Word, Microsoft Publisher, and Adobe Illustrator
- Maintain optimal working knowledge of computer software applications as updates occur
- Post announcements, messages, or other information to the Judson Baptist Church website, Judson Baptist Church application, social media sites, and church sign
- Assist to plan, develop, and mail special brochures, flyers, announcements, reminders, etc.
- Maintain & update rosters of all church officers, teachers, committee members, congregation members, etc. for referral & distribution upon request
- Prepare fresh monthly Sunday School roll sheets and place them in teacher clipboards or folders
- Prepare weekly Sunday School attendance reports
- Update small group rosters (community groups and short-term groups) on a monthly basis with input from group leaders.
- Prepare monthly small group attendance report (community groups and short-term groups)
- Ensure hard copy and electronic postings are proofread and spell-checked prior to distribution
- Review outgoing graphics for professional appearance
- Order & maintain the church office supply inventory

- Coordinate office equipment maintenance
- Create & maintain a check-out ledger for borrowed church property
- Maintain a neat and orderly church office
- Assure that receptionist duties are covered at all times during church office business hours
- Cross-train staff and volunteers for Ministry Assistant duties as needed
- Receive deliveries of any type
- Process requisition forms submitted by staff and church members
- Post weekly tithe & offering receipts
- Maintain & order offering envelopes & other financial supplies as needed
- Prepare & mail annual tithing statements

Ministry Support

- Participate in staff meetings upon request of Pastor
- Update & file accurate baptismal date records. Print & mail baptismal certificates as needed
- Assist deacons with screening benevolence requests
- Organize & maintain church member contact information via e-mail, the Judson Baptist Church application, and social media upon request

Church Life

- Serve as recording secretary for church council meetings upon request; prepare & distribute meeting minutes
- Assist to copy & distribute business meeting minutes & financial statements
- Update the church constitution if amended in a church business meeting
- Assist special event organizers recruit & train volunteers