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**JOB DESCRIPTION: MINISTRY ASSISTANT-GENERAL****Reports directly to:**

- Church Administrator

**Staff reporting to this position**

- None

**Volunteers reporting to this position**

- None

**Purpose of this position**

- Responsible for providing administrative support to the Church Administrator, Senior Pastor and Associate Pastors as needed

**Position Type/Term**

- Non-exempt, full-time. Recommended by Church Administrator, approved by Senior Pastor. Annual performance review. Church membership, or commitment to complete membership process within one (1) year, required.

**Qualifications for this position:**

- Posses ability to think in “next steps”, i.e. go from concept, through steps, to completion; Be proficient in computer skills, including MS Office with ability to easily grasp new software programs; have an aptitude for neatness and accuracy; exhibit excellent interpersonal skills, telephone/office courtesy and initiative.

**Specific Responsibilities for this position:**

- Support Church Administrator:
  - Liaise with Communications Coordinator re church’s digital and print presences
  - Act as first-level “go to” person for secretarial staff, and their back-up during breaks, vacation and sick days
  - Draft and keep up schedules of various volunteer groups: communion servers, ushers, others as needed
  - Act as liaison to volunteer Librarian, and handle Library Team administration
  - Assist with other office-related administrative tasks as assigned by Administrator
- Support Pastors, in general:
  - Represent Pastors in communication with staff, church leaders, outside contacts and others
  - Schedule meetings and appointments
  - Participate in Website Creative Design and Connecting Point Teams
  - Handle administrative tasks as requested
- Support Worship Coordinator
  - Create PowerPoint and Easy Worship slides for worship services
  - Act as back-up in Scheduling functions
- Perform other related duties as assigned by Administrator or Pastors

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