

Ministry Assistant (Revised July 2022)

Job Summary: To provide support and assist ministers in scheduling meetings and events, conduct clerical support, provide church member support. Help various ministry leaders, and church members with correspondence, event and programming needs.

Report: Director of Operations

Education: High school diploma

Skills & Experience:

- Computer knowledge in Microsoft Office products
- Strong customer service and good interpersonal skills
- Teamwork and collaboration with various groups
- Professional, organized, and prompt verbal and written communications

Duties and Responsibilities

- Provide support to the education ministry by maintaining all records related to Sunday School and developing reports, class list and other materials related to Sunday School promotion
- Maintain visitor information including computer file updates, producing and mailing visitor letters and updating the visitor reports
- Support Equipping U ministry by setting up and taking down the information table, printing information fliers, maintaining attendance records collecting money, and maintaining financial records
- Assist bible study groups in organizing, communicating and purchase of literature
- Provide administrative support to the senior pastor in preparation of sermon and bible study notes
- Format and proof Sunday morning notes for insertion into the bulletin
- Maintain CD library for the Pastor's sermon and worship ministry and make CD copies as needed
- Prepare announcement slides for Sunday services and Wednesday nights
- Place Pastor's notes and inserts in bulletin each week
- Maintains Prayer Request list and prints them for Sundays and Wednesdays
- Coordinates pastoral care by maintaining contact with sick and hospitalized members, keeping ministers, Bible Fellowship teachers and deacons updated. Notify bereavement committee of member's death
- Makes copies and reports for Member's meetings
- Provide support to the Lord's Supper and baptismal committees and communicating with baptismal candidates, creating certificates and maintaining records
- Assist treasurer with memorial contribution letters, filing and yearly statements
- Perform other such duties and responsibilities as may be assigned from time to time

Personal:

- Maintain a close walk with the Lord through personal Bible study and prayer
- Ensure personal growth in both personal walk with Christ as well as in ministry training through conferences, reading, relationship building, etc.
- Be an active and contributing member of Bethel Baptist Church.
- Maintain a positive attitude and Christ-like spirit toward all
- Model personal soul winning, holiness and purity