

## **Ministry Assistant PT (Revised February 2023)**

**Job Summary:** Provide clerical and administrative support to Children's Pastor, Student Pastor and Pastor of Missions and Discipleship

**Reports to:** Director of Operations

**Education:** High school diploma

### **Skills & Experience:**

**Demonstrate the following;**

- 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**

- Assist in creation and distribution of weekly and/or daily correspondence as needed for Pastors, including but not limited to emails, flyers, letters
- Ordering supplies and literature for church use as directed by Pastors
- Assist Pastors in special event registrations ,preparations and overall ministerial support
- Coordinate with church volunteers as directed by Pastors
- Complete assigned tasks and work in timely manner

### **Personal**

- Maintain a close walk with the Lord through personal Bible study and prayer
- Model personal soul winning, holiness and purity
- Maintain a positive and Christ-like spirit to all

This job description is not intended to be, and should not be construed as, an all-inclusive list of all the responsibilities, skills, or working conditions associated with this position. While it is intended to accurately reflect the position activities and requirements, the church reserves the right to modify as necessary.