

Job title	<i>Ministry Assistant</i>
Reports to	<i>Senior Pastor</i>

Job purpose

To provide organizational and administrative support to the pastor, Business Manager and other lay leadership of the church in coordinating the work of the church office. Also provides support and oversight to various ministries of the church, working in unity with the Senior Pastor, Elders and Deacons.

Duties and responsibilities

- Assists the Senior Pastor, Business Manager, Elders, Deacons, and ministry leaders with clerical, administrative, or communication support.
- Acts as the church office receptionist directing phone calls, appointments, and greeting and assisting guests throughout the church.
- Interacts with diverse people inside and outside of the church in a positive, professional and joyful manner.
- Coordinator for all special events and project planning for purpose of strengthening relationships within church and outreach to community.
- Meets with ministry leaders to promote church vision, facilitate communication, solicit feedback, and foster connectedness.
- Maintain office white board for hospital visitation and follow up.
- Responsible to keep pastoral and lay leaders, as well as Care Team, informed of crises or ministry opportunities within the congregation and community.
- Handles all confidential material in an ethical and discreet manner.
- Maintain all membership and assimilation records and produces regular reports to church leaders.
- Maintain up to date church directory, and mailing and phone lists for various groups in the congregation.
- Prepares, edits, proofs, and produces all church publications including church weekly worship bulletin and inserts.
- Coordinates the total church events calendar as well as assists with handling all requests for use and setup of church facilities. (meeting, classroom or event space)
- Create attendance sheets for all Christian Education classes, small groups as well as Sunday worship services.
- Completes all attendance data input and prepares regular attendance reports for Senior Pastor.
- Prepare and mail all correspondence, sort and distribute mail, including visitor letters.
- Assist with counting weekly tithe and offering as well as preparation and mailing of quarterly and annual giving statements.
- Order and maintain supplies and current publications, etc. for church office, and Welcome Center. Also responsible for keeping all bulletin boards in foyer up to date and presentable.
- Attend Session or Deacon meetings (or other church committees) as requested.
- Acts as a support to all church committees and provides oversight as requested.
- Coordinate volunteers as needed for special projects and/or church events.
- Assists in organizing arrangements for all weddings, funerals, baptisms, and new member reception.
- Other duties as assigned.

Qualifications

Qualifications include:

- Minimum of 3 years related office experience
- Excellent relationship-building skills with a focus on service to others
- Proficiency in Microsoft Office, data entry, as well as experience in church software
- Able to multi-task, strong attention to detail, problem solver, and self-motivated
- Excellent communication skills, both verbal and written
- Demonstrated ability to handle confidential, time-sensitive, and critical matters using good judgment, tact, respect, and complete discretion
- Graphic design skills
- Strong faith in Christ and regularly attends a church

Job Type

Exempt position with core work hours of 30 hours per week,
Monday – Friday from 9am-3pm.

Direct reports

None

Approved by:	
Date approved:	
Reviewed:	

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