



**Stephen Ministries** is a not-for-profit Christian training and educational organization founded in 1975. It supports ministry in more than 13,000 congregations, representing 180 denominations, from the U.S., Canada, and 30 other countries.

**Our mission is:**

To equip the saints for the work of ministry, for building up the body of Christ, until all of us come to the unity of the faith and of the knowledge of the Son of God, to maturity, to the measure of the full stature of Christ.

*Ephesians 4:12-13*

The 40-person staff of Stephen Ministries carries out this mission by developing and delivering high-quality, Christ-centered training and resources. These materials provide equipping and support in many areas, including caring ministry, grief support, spiritual gifts, ministry mobilization, inactive member ministry, church antagonism, assertiveness, caring evangelism, and more.

Mail or fax your résumé and cover letter to:

**Human Resources  
Stephen Ministries**

2045 Innerbelt Business  
Center Dr.

St. Louis, Missouri 63114

Phone: (314) 428-2600

Fax: (314) 428-7888

[www.stephenministries.org](http://www.stephenministries.org)

## SUPPORT STAFF

### NATURE AND SCOPE

- Contribute as a member of Stephen Ministries' support staff, with opportunities to grow into a leadership role.
- Work is accomplished primarily at the Stephen Ministries Center in St. Louis, Missouri, with occasional travel possible for supporting events around the country.

### QUALIFICATIONS

- Minimum bachelor's degree and excellent academic record
- Skilled in using current technology
- Strong oral and written communication skills

### RESPONSIBILITIES

Based on their skills, experience, and interests, as well as the mission of the organization, support team members may work in one or more of the following areas:

- Provide prompt, friendly, and knowledgeable assistance to individuals and organizations interested in learning about or ordering our products and services.
- Research content for courses, books, and programs by conducting interviews, focus groups, and customer surveys.
- Design eye-catching graphics, photos, and video for print, web, and social media.
- Provide ministry support to pastors and lay leaders by phone, at events, and in person.
- Support the organization's ministry through various responsibilities, including accounting, information technology, purchasing, print production, shipping, and inventory.

### COMPENSATION AND BENEFITS

- Compensation competitive with that offered for similar responsibilities at for-profit organizations
- Full healthcare and dental benefits for employee and available for family
- Two weeks paid vacation per year
- One week sick/personal time per year
- Company-paid 403(b) retirement plan