

Ministry Assistant Job Description February 2018

General Responsibilities

1. As a result of a personal relationship with Jesus Christ, he or she, shall be a spirit filled member of the office staff of Clearview Baptist Church.
2. The ministry assistant will know how to use the Bible in leading others to Jesus Christ.
3. The primary responsibility of the ministry assistant is clerical support for the ministries of the church.
4. The ministry assistant will report directly to the senior pastor and he will conduct an annual performance appraisal.
5. The ministry assistant will work with all staff members to accomplish the overall mission of the church, which is to worship God, serve others, and reach the world for Jesus Christ.

Pastoral Care Responsibilities

1. Coordinate hospital/pastoral care ministry with the pastoral staff.
2. Under the guidance of the senior pastor the ministry assistant will plan/coordinate Clearview 101 classes, meals, etc.
3. The ministry assistant will attend the weekly pastoral staff meetings to take notes.
4. Assist staff pastors in their respective areas of ministry as needed.
5. Maintain the prayer sheet so the prayer needs of the congregation are communicated to the senior pastor, his staff, and the congregation.

Communication Responsibilities

1. Prepare/distribute new member/visitor correspondence.
2. Using the guidelines set forth by the building and grounds committee the ministry assistant will schedule use of the church buildings/properties.
3. Communicates with ministry leaders/groups as needed.
4. Communicate/remind the pastoral staff of upcoming church/ministry events and activities.

Data Management Responsibilities

1. Must be proficient in the use of the ACS computer programs used by the church.

2. Will maintain the church database and records using ACS, including baptism, weddings, deaths, transfer of letter, new members, etc.
3. Maintain attendance records for Sunday School, Sunday worship, Discipleship courses, Wednesday Bibles studies, etc, using the ACS program.
4. Prepare church reports as requested.

Miscellaneous Responsibilities

1. Coordinate the maintenance of all the office equipment used by the Clearview staff to fulfill the mission of the church including computers, phone systems, etc.
2. Order/maintain office supplies, worship supplies and all other necessary supplies.

General Information

1. Ministry assistant will work 32 hours per week (Monday-Thursday).
2. Ministry assistant will receive 2 weeks paid vacation per year.
3. There are no paid benefits, insurance, sick pay, associated with the ministry assistant position.
4. The ministry assistant will be the face/voice of Clearview church, and as such must conduct themselves in a Christ like manner at all times.
5. Any person hired for this position will be under a 30 day probationary period. The senior pastor will conduct a weekly review on performance during the probationary period. Failure to meet the standards listed in this document for performance could result in dismissal.