

Job Description

Mount Zion Baptist Church Ministry Assistant

TITLE: Ministry Assistant

HOURS: Monday – Friday, 8:00 am – 1:00 pm (20 hours per week)

1. Paid vacation-one week after six months of service, two weeks after one full year of service.(based on 20 hour week)
2. Paid holidays-New Year's Day, July 4th, Thanksgiving Day, Christmas Eve, and Christmas Day will be paid if they fall on a normal workday. *Plans should be made ahead so that required responsibilities are not neglected while observing holiday and/or vacation time off.
3. Errands and/or appointments should take place around these hours. Night and Saturday work time at the church is highly discouraged.

COMPENSATION: \$10.50/hour, up to \$13,000 annually

RESPONSIBILITIES:

A. Church Office Duties

1. Act as a receptionist for the church office to include answering the phone, collecting and distributing the mail, and serving as the office hostess to visitors and contractors.
2. Perform administrative functions for the pastor, staff, and other designated individuals (typing, filing, database, copy work, etc.) Requires office computer skills. Details below for specific staff.
3. Check paper mail and email. Respond professionally and in a timely manner.
4. Maintain the general church files as information is received from church clerk.
5. Act as purchasing agent for general office supplies- order supplies as needed from appropriate supplier for on-site delivery, keep accurate inventory of supplies on hand to avoid running out and document who has requested supplies to be ordered. Off-site shopping for supplies should be kept to a minimum. Purchases made off site should be turned in immediately with an itemized receipt for reimbursement.
6. Keep up to date reports on sick and hospitalized members and bereavements. (Call hospitals, family members, etc.). Use to prepare bi-weekly prayer sheets and prayer letters.
7. Operate and maintain all church office equipment.
8. Observe office hours by being punctual. Avoid conducting personal business by phone or otherwise.
9. On a monthly basis, compare actual year-to-date office expenditures to budgeted monthly amount. Maintain expenditures within budget.
10. Fill pew cubbies weekly with pencils, offering envelopes, special offering envelopes, and visitor brochures.
11. Prepare packets and or certificates for special services and events (new membership, graduation, baby dedication, deacon ordination, etc.).
12. Other duties as assigned by pastor or personnel committee.

B. Communications

1. Publish weekly bulletins-gather information, type, illustrate, fold and distribute. Establish cut off time for members to submit information which will allow bulletin to be fully completed during regular working hours.

2. Prepare, address and mail all church mail-outs, letters for pastor and bulletins to shut-ins, absentees, or those designated by pastor.
3. Publish monthly newsletter- same as weekly bulletin but once per month.
4. Maintain the calendar of church activities and schedule for reserving church facilities and church van(s). (Google Docs)
5. Maintain church directory information. Update church database information systems with training as time allows. (Google Docs, Secure Website posting)
6. Assist in maintaining the church web site or social media platforms as needed (backup to Media Intern)

C. Other Staff Support

1. Assist in preparation for events including document management. This includes posting sign-up sheets at the sign-up station, collecting registrations or other forms, as well as other misc. printouts.
2. Assist the Youth and Children's Minister in Wednesday night ministry needs including mailings, advertising, putting together teacher materials, printing weekly take home page, and communicating church events to participants.
3. Print weekly children's bulletin, fold and place at the glass doors. Discard any remaining from the previous week.
4. Graphics are sent to ministry assistant prior to each month. Ensure they are accessible to the media team for advertising on Sunday mornings. Verify webpage has current graphics weekly.
5. Assist with bulletin board maintenance downstairs and upstairs.

PERSONAL QUALIFICATIONS:

1. Christian.
2. Trustworthy.
3. Discreet. Maintains confidentiality.
4. Accuracy in spelling, grammar and typing skills.
5. Strong computer skills (MS Windows, Word, Outlook, publishing software).
6. Proficiency in the use of standard office tools (computer, copy machine, scanner, printer, etc.).
7. Strong organizational skills.
8. Should always exhibit professionalism, demonstrated by well-groomed appearance, conscientious work ethic, teachability, accountability, and generally pleasant when conducting business.

SUPERVISION:

1. Pastor will provide day to day supervision for the ministry assistant per this job description.
2. Other elected church leaders, staff, and teachers may require short-term secretarial help with church assignments.
3. Other issues to be addressed to Personnel Committee.

X

Pastor

X

Personnel Committee Chair

X

Ministry Assistant

REVISED: May 2021