



Job Description

Position: Adult Life Group or Adult Equipping Ministry Assistant

Status: Part-Time, Hourly

Reports to: Adult Life Groups or Adult Equipping Pastor

Salary Range: 24 hours per week

Position Summary:

The Ministry Assistant provides administrative support to pastors and ministries in the area of Adult Life Groups or Adult Equipping, allowing them deeper involvement in teaching and shepherding. You will provide administrative support in the areas of general ministry planning; budget analysis; attendance tracking and reporting; curriculum ordering; meeting agendas and minutes; managing events; proofreading; reconciling monthly credit card statements; submitting bi-monthly timesheets. This position also will have opportunities to participate in ministry leadership, as desired, through teaching, encouragement, meeting facilitation, and training.

Qualifications:

- Intermediate to expert level experience with MS Word and Outlook
- Familiarity with MS Excel (formulas) and PowerPoint
- Excellent written, verbal, and interpersonal communication skills
- Professional, self-motivated, adaptable, flexible, and organized
- Commitment to spiritual and personal integrity along with a strong devotional and prayer life
- Experience maintaining the confidentiality of sensitive information supporting pastoral leadership.
- Qualified candidates must support the mission, vision, values, and doctrinal beliefs of the church and consistently behave in a manner congruent with those beliefs. We are a part of the Southern Baptist Convention so employees must be in agreement with the 2000 Baptist Faith and Message (<http://www.sbc.net/bfm2000/bfm2000.asp>)

Ministry Responsibilities:

- Prepare attendance, involvement and other reports based on discipleship metrics.
- Meeting facilitation.
- Schedule and coordinate any necessary special team meetings.

- Assist volunteer Adult Equipping or Adult Life Group leaders with necessary administrative information and support.
- Stay abreast of church activities and website information to answer questions from others.
- Cross-train to provide backup for Office Manager and other administrative positions.
- Contribute to entire team effort with a positive attitude and a great work ethic.
- Be proficient in office procedures and methods to ensure efficient workflow.
- Be available, according to gifts and in step with biblical guidelines, to teach, counsel, or lead in the ministries you support.

Other:

- Willing and able to submit to a criminal and credit background check.
- Able to work on-site, as needed by manager; special events as necessary
- Attend staff outings, events and training as requested

Qualified candidates may submit a professional resume to resumes@richlandcreek.com