

Job Opportunity: Ministry Assistant / Office Manager

Church Name: First Baptist Troy

Location: Troy, TX

Position Type: Part-Time (30 hours per week)

Application Deadline: October 30, 2026

About First Baptist Troy

First Baptist Troy is seeking a dedicated, trustworthy, and organized professional to join our team as a **Ministry Assistant / Office Manager**. This role serves as the backbone of our daily operations, providing vital administrative support to our pastoral staff and ministry leaders while acting as a welcoming point of contact for our congregation and community.

Key Candidate Qualities & Requirements

- **Spiritual Alignment:** Must have a personal relationship with our Lord and Savior, Jesus Christ, and be completely comfortable working in a ministry setting and actively supporting the church's mission.
 - **Organization & Detail:** Highly organized, detail-oriented, self-motivated, and able to manage multiple tasks efficiently while working independently without constant supervision.
 - **Communication:** Possess excellent interpersonal and communication skills—both spoken and written.
 - **Integrity & Discretion:** Proven ability to handle sensitive financial records, pastoral care requests, and private church information with the utmost integrity and discretion.
 - **Financial Aptitude:** Must have knowledge and understanding of church finances, bookkeeping, and a strong capability to learn our current financial processes.
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Primary Responsibilities

- Manage the church office, answer phone calls, respond to emails, and greet visitors with a welcoming spirit.
 - Maintain accurate church records, master calendars, and internal communications.
 - Support basic bookkeeping functions, financial tracking, and day-to-day administrative processing.
 - Collaborate with pastoral staff to ensure weekly ministry tasks and special church events run smoothly.
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How to Apply

Interested candidates should submit their resumes by **October 30, 2026**. You may apply through one of the following methods:

1. **By Email:** Send your resume to **employment@fbctroytx.org** with the subject line *"Ministry Assistant / Office Manager Application"*.
2. **In Person:** Drop off your resume directly to the church office in a **sealed envelope labeled: Personnel Committee**.