



# MINISTRY DESCRIPTION

Position: Operations Assistant  
Campus: Dalton

Status: Part-time (20 Hours)  
Date: June 2026

We are real people, living relevant lives, relentless in our pursuit of New Life in Jesus Christ. We are one church in multiple locations. Living Water is committed to making disciples and building the Kingdom of God as Jesus commanded. Our vision, values and strategy set a framework which guides us in how we will accomplish this work. The primary job of each staff member is to work in a team to create an environment in which the Holy Spirit can speak and lead us forward in becoming the church He wants us to become.

## LW STAFF EXPECTATIONS

- Live in step with Living Water's values
- Work in team – do nothing solo, but in conjunction with others
- Passion working toward the overall benefit of the church
- Live a lifestyle of personal discipleship & mentoring
- This position is accountable to the Director of Operations

## JOB QUALIFICATIONS

- Education – associate's degree (preferred)
- Strong organizational and multitasking abilities
- Excellent verbal and written communication skills
- Proficiency in Microsoft Office, QuickBooks, and the ability to learn other software
- Ability to maintain confidentiality and professionalism
- Strong attention to detail and follow-through
- Ability to work independently and collaboratively
- Experience in administration, operations, or church ministry preferred

## JOB RESPONSIBILITIES

### 1) Administrative Support

- Provide administrative assistance to the Director of Operations and church staff
- Manage calendars, schedules, meetings, and ministry coordination
- Coordinate mail distribution and office organization
- Maintain organized digital and physical filing systems
- Assist with data entry and database management (primarily with Planning Center Online)
- Answer phones, emails, and general church inquiries

## **2) Church Operations**

- Support the coordination of weekly church operations and ministry activities
- Assist with facility scheduling and room setup coordination
- Help manage office supplies and operational budgets
  
- Manage printers, postage meter, and supplies
- Coordinate vendors, deliveries, and service appointments as needed
- Update new security cards as needed
- Help organize church events, meetings, classes, and special services
- Ensure ministry leaders have the resources and operational support needed

## **3) Communications/Correspondence**

- Assist the Communications Ministry as needed
- Mail letters for Baptisms or Child Dedications; update workflows as needed
- Maintain confidentiality with church and staff information

## **4) Financial and Office Support**

- Count offering, Café money, and any other deposits with the Director of Operations. (Tuesday AM)
- Process and get deposits ready and take them to the bank. (Tues.)
- Give Director of Operation the Giving Batches to enter weekly giving into Church Metrics. (Tues.)
- Enter deposits in QuickBooks after deposited in the bank (Wed.)
- Enter bills, write checks, journal entries, etc. (Weekly)
- Add ACH's & monthly outreach bill-pay items – (2nd Thursday of each month)
- Credit card payment – (3rd Thursday of each month)
- Assist with Audit's as needed.
- More time-consuming processing deposits during the Christmas Give season.
- Assist with purchase tracking, receipts, and expense documentation

## **5) Work Together with Staff**

- Communication: utilize request forms, protocols, and conversations to maintain an informed workplace – overcommunicate what is happening
- Address and work through confusion, disagreement, and frustration with necessary individuals
- Attend staff meetings and one-to-one meetings as requested by Direct Report
- Support the overall mission and ministry direction of Living Water Church