

Cloverdale Baptist Church

Ministry Assistant Job Description

Purpose:

The Ministry Assistant is accountable for effectively providing administrative assistance for the Ministerial Staff (currently three full time pastors) and church body.

The position will be Monday - Thursday, 8:00 a.m. - 4:00 p.m. daily (30-32 hours per week).

Qualifications:

1. Mature Christian who has a growing relationship with the Lord Jesus Christ, is actively involved in a local church, and is seeking His will for his/her life.
2. Proficient in Microsoft Office as well as Publisher and Photoshop/Canva.
3. Experience working with a computer database.
4. Pleasant personality, organized, flexible, patient, detail oriented, and possessing good communication skills.

Duties and Responsibilities:

1. Serve as a receptionist, greet visitors, and direct information to appropriate staff and church leaders.
2. Process incoming and outgoing mail and packages.
3. Maintain church calendar and schedule various activities and pastoral engagements.
4. Organize, track and maintain office information, and announcements. Communicate this information clearly and timely through the weekly bulletin, pre-service announcements, Facebook, and the church website.
5. Order literature and supplies. Be able to price shop and select economical purchases.
6. Maintain church files, attendance records, committee/ministry updates, By-Laws and other church documentation, both digitally and in print.
7. Compile needed information to prepare documents and graphs for the monthly and quarterly meeting packets.
8. Maintain confidentiality.
9. Able to work independently as well as in a busy office environment.
10. Any other duties which are deemed necessary by the immediate supervisor or any church staff.

The Senior Pastor will serve as the immediate supervisor of this position.