



Position Title: Ministry Assistant — Reception & Office Support (Part-Time)

Position Summary

The Ministry Assistant provides part-time reception and administrative support for the church office. This role serves as a welcoming first point of contact for church members, guests, volunteers, and ministry partners while assisting with general office operations and administrative tasks.

The ideal candidate is friendly, organized, dependable, and able to support the ministry of the church through excellent hospitality and administrative service.

Essential Responsibilities

Reception & Guest Services

- Greet and assist guests and church members in a warm and professional manner
- Answer and direct phone calls, emails, and general office inquiries
- Receive and distribute mail, deliveries, and messages
- Help maintain a welcoming and organized reception area
- Provide basic information regarding church ministries, events, and schedules

Administrative & Office Support

- Assist with general office tasks including copying, filing, scanning, data entry, and document preparation
- Maintain calendars, meeting schedules, and room reservations as assigned
- Help prepare weekly materials, ministry packets, and printed communications

- Support church staff with administrative projects and day-to-day office needs
- Order and organize office supplies and ministry resources
- Assist with maintaining church records and databases

Ministry & Event Support

- Provide administrative assistance for church events, classes, and ministry activities
- Help coordinate volunteer schedules and communication as needed
- Assist with preparation for seasonal events, church gatherings, and ministry meetings
- Support hospitality needs for meetings and events

Communication Support

- Help manage incoming communication and route requests appropriately
- Assist with email updates, announcements, and ministry correspondence
- Maintain confidentiality and professionalism in all interactions

Qualifications

- Personal faith in Jesus Christ and alignment with the mission and values of Grace Church
- Friendly and hospitable demeanor with strong interpersonal skills
- Strong organizational and multitasking abilities
- Excellent verbal and written communication skills
- Basic proficiency with office software, email, calendars, and spreadsheets
- Dependable, detail-oriented, and able to work independently
- Ability to maintain confidentiality and professionalism

Work Schedule

- Part Time (15-20 hours, Tuesday-Thursday, regular office hours)
- Reports to Office Manager