



Position Title: Ministry Assistant – Weekend Services & Events (Part-time)

Position Summary

The Ministry Assistant provides administrative, logistical, and hands-on support for weekend worship services and church-wide ministry events. This role helps create a welcoming, organized, and spiritually encouraging environment for the congregation, guests, volunteers, and ministry leaders. The Ministry Assistant works closely with pastoral staff, worship teams, ministry leaders, and volunteers to ensure services and special events are prepared and executed smoothly. This position supports the mission and values of Grace Church by serving with professionalism, humility, flexibility, and a heart for ministry.

Essential Responsibilities

Weekend Worship Services

- Assist with preparation and coordination of weekend worship services
- Help organize service materials, schedules, communications, and ministry resources
- Coordinate with worship, production, facilities, and hospitality teams as needed
- Ensure classrooms, lobbies, worship spaces, and ministry areas are prepared before services
- Provide administrative and logistical support for volunteers and ministry leaders
- Help troubleshoot and respond to last-minute service needs
- Assist with post-service cleanup and resetting spaces for future ministry use

Ministry Events & Special Services

Support planning and execution of church events and special ministry gatherings, including:

- Fall festivals and seasonal outreach events
- Baptism services
- Memorial and funeral services
- Holiday services and church celebrations
- Conferences, classes, and special gatherings
- Volunteer appreciation events

Responsibilities may include:

- Event setup and teardown
- Volunteer coordination
- Guest hospitality support
- Registration and communication assistance
- Vendor or supply coordination
- Scheduling and calendar management
- Preparing signage, materials, and event resources

Administrative Support

- Maintain organized ministry records, calendars, and event details
- Assist with email communication and follow-up
- Order and organize ministry supplies as needed
- Support database updates and ministry reporting
- Help maintain ministry procedures and documentation

Congregational Care & Hospitality

- Help create a welcoming atmosphere for church members and guests
- Respond graciously and professionally to ministry inquiries
- Support pastoral staff with practical ministry needs
- Maintain confidentiality and sensitivity during memorial services and care-related events

Qualifications

- Personal faith in Jesus Christ and agreement with the mission and values of Grace Church
- Strong organizational and communication skills
- Ability to manage multiple tasks and changing priorities
- Servant-hearted attitude with strong interpersonal skills
- Dependable, flexible, and team-oriented
- Comfortable working both independently and collaboratively
- Basic proficiency with email, calendars, spreadsheets, and church management software
- Ability to lift and move event supplies and assist with physical setup as needed

Work Schedule

- Part Time (15-20 hours, Friday-Sunday)
- Occasional evening hours for events and special services
- Flexible schedule based on ministry calendar and church events
- Reports to Groups & Care Pastor