



JOB TITLE: Ministry Assistant
DEPARTMENT: Support Staff
CLASSIFICATION: Full-Time

Principal Function:

The Ministry Assistant provides comprehensive administrative, clerical, and ministry support to the Senior Pastor, church staff, and congregation. This role also serves as the primary office receptionist and coordinator, ensuring the smooth daily operation of the church office and supporting various ministries.

Main Responsibilities:

Office Administration & Communication

- Serve as first point of contact receiving visitors and responding to their requests of service within parameters typical of the job.
- Manage daily office operations, including answering multiple phone lines, managing correspondence, checking mail, opening and distributing mail.
- Coordinate information between staff members.
- Placing and / or returning phone calls as needed.
- Maintaining and posting the church calendar.
- Produce and print weekly church bulletins / materials for Sunday services and special events.
- Performing other duties as requested by the Senior Pastor and/or ministers of the church.

Clerical & Pastoral Support

- Serve as Church Clerk.
- Attend and record minutes for Church Conferences.
- Document staff meeting discussions and distribute to those not in attendance.
- Assist various ministries, teams and committees with clerical aid as needed.
- Performs general office work as needed, sharing in the clerical support function for the church and its staff.
- Compile, keep, and produce weekly Prayer List for Prayer Meeting and Senior Adult Bible Study.
- Collaborate closely with Deacons and Nominating Team to produce the yearly Nominating Team Report.

Membership & Records Management

- Ensure all transferring members' letters are received and / or sent promptly.
- Establish records for all new members.
- Keep all ongoing records of church membership.
- Maintain and update the church directory.
- Maintain attendance records and keep attendance statistics for all services.
- Compiles and submit information for the Annual Church Profile.

Financial & Administrative Support

- Cover financial office duties when necessary.
- Assist in sending bills to accounting firm.
- Manage all benevolence cases, including screening and writing checks.



Ministry Coordination & Support

- Prayer Chapel Ministry with clerical support and other services within job scope.
- Order and distribute various literature for Sunday School.
- Make sure Worship Center is prepared and organized for upcoming services.
- Manage Church Property Request, i.e., vehicles, buildings, equipment, etc.
- Works closely with Maintenance Supervisor for all scheduled activities in buildings and vehicles for trips.

Congregational Care & Outreach

- Order literature for various departments and distribute as needed.
- Acknowledge deaths in church families by designating money to Gideon Bibles and sending cards to family.
- Acquire and communicate guest information to appropriate staff and lay leadership.

INITIATIVE AND JUDGMENT REQUIRED:

- The position requires that duties be performed without direct supervision.
- Exercise sound judgment and decision-making based on own experience in the absence of supervisor.

PHYSICAL DEMANDS:

- Must possess the physical ability to meet the requirements of the job.
- Ability to perform routine office tasks, including sitting, standing, walking, and light lifting as required.

SPECIAL REQUIREMENTS:

- Must submit to and pass background check at the expense of First Baptist Church of Leesburg.
- Must pass, pre-employment and random drug testing at the will and expense of First Baptist Church of Leesburg.
- Demonstrate professionalism, confidentiality, and a cooperative spirit in collaborating with staff, volunteers, and congregation members.
- Strong organizational, communication, and computer skills are essential.
- Proficiency in the following is preferred: Microsoft Office, ACS Technologies (church management and membership software), Canva and / or Adobe creative design programs.

EDUCATION REQUIRED:

- High school diploma or equivalent required; including or supplemented by additional coursework in business administration, bookkeeping, secretarial science, and general computer programs.

PREVIOUS EXPERIENCE:

- Must have a minimum of 2 years' experience in secretarial/clerical work or the equivalent of the same.