



Position Description

Ministry Assistant to the Executive Pastor

BALBOA BAPTIST CHURCH MISSION

ENGAGING PEOPLE TO FIND AND FOLLOW JESUS

VISION STATEMENT

We are God-centered by loving and glorifying Him. We engage people through friendships, growing in fellowship, and becoming family. We share Jesus so people will find a relationship with God through Jesus. We grow in following Jesus by teaching each other to obey Him.

Job Title: Ministry Assistant to the Executive Pastor
FLSA Status: Non-Exempt
Reports To: Lead Pastor
Department: Administrative Support Staff
Hours: Part-Time
Location: Balboa Baptist Church, 415 Ponce de Leon Dr, Hot Springs Village, AR

General Summary:

The Ministry Assistant to the Executive Pastor provides administrative, organizational, and ministry support to the Executive Pastor and the broader operations of Balboa Baptist Church. This position assists the Executive Pastor with communication, scheduling, document preparation, project coordination, church software support, and general office responsibilities to help him remain organized, responsive, and effective in serving staff, committees, ministry leaders, church members, and the overall mission of the church.

General Responsibilities:

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Administrative Support

- Manage the Executive Pastor's calendars, appointments, meetings, reminders, and follow-up items.
- Prepare reports, agendas, forms, and meeting materials.
- Maintain organized electronic and paper files for staff, committees, and projects.
- Assist with phone calls, emails, routine communications, deadlines, and assignments.
- Prepare documents for staff, committees, church business meetings, and ministry leaders.

2. Microsoft Office and Technology Support

- Create, edit, and format Microsoft Word documents, forms, reports, and letters.
- Prepare Excel spreadsheets, charts, tracking forms, and basic reports.
- Assist with PowerPoint presentations, handouts, and ministry communication materials.
- Use Outlook, OneDrive, shared files, and other digital tools for communication and organization.
- Learn and assist with church software, databases, scheduling tools, and ministry platforms.

3. Project and Operations Coordination

- Maintain project lists, timelines, assignments, and follow-up items for the Executive Pastor.
- Coordinate information between staff, committees, volunteers, church members, and vendors.
- Prepare materials for Finance, Personnel, Properties, Church Council, Deacons, and other groups as assigned.
- Assist with special projects, church forms, facilities requests, operational planning, and church-wide events.
- Track action items from meetings and help ensure timely follow-through.

4. Communication and Ministry Support

- Communicate cordially with church members, volunteers, ministry leaders, staff, and outside vendors.
- Support the Executive Pastor in keeping committees and staff informed and organized.
- Maintain confidentiality in personnel, financial, pastoral, and church business matters.

5. Church Office and Team Support

- Assist with general office responsibilities, forms, records, schedules, ministry requests, and office systems.
- Receive and route information to the appropriate staff member or ministry leader.

- Work cooperatively with pastors, ministry staff, administrative staff, volunteers, and committees.
- Provide support during busy seasons, special events, business meetings, and church-wide ministry efforts.

QUALIFICATIONS

- A commitment to the mission and ministry of Balboa Baptist Church.
- Administrative experience in an office, ministry, nonprofit, school, or similar setting.
- Strong organizational skills, attention to detail, and ability to manage multiple tasks.
- Proficiency with Microsoft Word, Excel, Outlook, PowerPoint, OneDrive, and shared files.
- Ability to learn and use church software and other technology platforms.
- Exceptional written and verbal communication skills.
- Professional, courteous, ministry-minded attitude with staff, members, volunteers, committees, and vendors.
- High level of confidentiality, discretion, dependability, punctuality, and follow-through.
- Willingness to serve in a team environment and assist where needed.

WORKING SCHEDULE

This is a part-time position. Specific work hours and weekly schedule will be determined in consultation with the Executive Pastor based on ministry needs, office coverage, and budget approval.