

Job Title: Ministry Assistant

Program: Ministry Program

Reports to: Women's Ministry Director

Effective Date: July 1, 2026

Job Summary:

The Ministry Assistant provides general support to the Ministry program staff for various programs and events, focusing on developing and maintaining relationships with program attendees and their families. Assists in providing an appropriate environment in which program participants grow in their knowledge of Jesus and develop their faith life and experience meaningful experiences with the church.

Supervisory Responsibilities:

- None

Duties/Responsibilities:

Program Assistance and Support

- Assist with logistical processes and support worship, bible study, meetings, and other events
- Collect information on ministry participants and other logistical processes as directed.
- Act and lead rationally and consistently in a manner becoming the CityRise statement of beliefs and in accordance with its expressed values.

Planning and Scheduling

- Assists with ministry event planning as directed.
- Prepares program agendas and other materials and other necessary items for meetings and programs.
- Assist with the coordination of ministry events, meetings, and activities.
- Contribute new ideas for programs, special events, and promotion of engagement in activities.

Communication and Outreach

- Communicate with attendees and families, providing updates and opportunities to connect, as directed.
- Support outreach efforts and assist with programs for un-churched individuals and their families and prospective church members, as directed.
- Assist the Ministry Director with social media accounts of the ministry, as directed.
- Provide Comms with pertinent detailed information about the Ministry and events, as requested.

Other duties

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change.

Required Skills/Abilities:

- Excellent interpersonal skills.
- Excellent teaming with other skills.
- Excellent organizational skills and attention to detail.
- Strong time management skills with a proven ability to meet deadlines.

- Strong verbal communication skills.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and ask for help when appropriate.

Education and Experience:

Required Education: High School Diploma or equivalent.

Required Experience: No work experience required.

Preferred Education: Bachelor's degree

Preferred Experience: Two or more years' experience teaching in a church environment.

Other Requirements: Must be at least 18 years of age.

Physical Requirements:

Prolonged periods of sitting at a desk and working on a computer.

Must be able to stand for 45 minutes.

Must be able to lift up to 15 pounds at times.

Work Location:

Work is performed in hybrid approximately 85% on-site, 15% remote.

Definitions of work location:

On-site- typically on a CityRise campus

Remote- any location where work that can be completed effectively from

Hybrid- combination of on-site and remote, possibly including additional locations for specific activities i.e. pastoral care visits, homes, meetings, retreats, camps, educational seminars.

Employee Printed Name

Employee Signature

Date