

LONOKE BAPTIST

Ministry Assistant Job Description

Position Summary:

Lonoke Baptist's Ministry Assistant undergirds, encourages, and champions the ministries of the church by:

1. Providing assistance and support for the church's vision and mission.
2. Administering the tasks and functions of church ministries in cooperation with and assistance to the ministry staff.
3. Managing tasks related to office management, church calendar and events, telephone services, publications, communications and correspondence (including email, snail mail, and texts), and finances and bookkeeping.
4. Serving as a member of the office team to support, protect, and encourage the work of ministry in order to accomplish the needs of the church as a whole.
5. Reporting directly to the pastor.

Qualifications:

1. Has a growing relationship with Jesus Christ and evidence of living a Spirit-filled life.
2. Regular and reliable attendance to Lonoke Baptist Church or a church of like faith.
3. Promotes a positive, ministry-minded, and healthy environment as a team player specifically with pastor and staff as well as church leaders, members, guests, and the community at large.
4. Has a servant attitude and desires to serve the Lord through the local church.
5. People-oriented: relates well with all people in attitude and appearance.
6. Must be able to plan, organize, and handle multiple, simultaneous tasks effectively and efficiently with the ability to give attention to detail and accuracy while maintaining a professional, courteous manner.
7. Must be able to exercise good judgment and positively influence others, including handling confrontations with poise and efficiency.

8. High integrity, including maintenance of confidential information.
9. Knowledge of the church's by-laws, policies, procedures, and general church practices.
10. Possess the skills necessary to perform the functions of the job and the capacity to learn additional skills which the job may require.

Essential Responsibilities and Duties:

1. Provides, as the Pastor's representative, a welcoming, confidential, and positive reception to all members and visitors to the church, whether in person or by phone or email.
2. Leads and/or coordinates with other staff members in various activities or events, especially in managing the church calendar for such events.
3. Responsible for ministry-related check requests, reimbursement requests, expense forms, supplies, vendor purchases, and deposits or payments.
4. Assists ministry staff with scheduling and calendaring in conjunction with daily church office activities.
5. Coordinates and helps schedule travel arrangements, conference registrations, expense management, and other engagements/assignments for the ministry staff.
6. Assists in budget management including development and tracking. Adheres to the church's financial policies, practices, procedures, and processes.
7. Posts and reports members financial contributions. Maintains strict confidentiality regarding financial matters.
8. Compiles and maintains the church membership database, ministry correspondence, documents, records, policies, procedures, files, and minutes.
9. Keep ministry staff and others informed of crises and ministry opportunities within the church and community.
10. Assists the staff to support, strengthen, and implement all ministry plans and strategies, such as assisting with phone calls, appointments, projects, ministries, and prayer needs.
11. Uses discernment, discretion, and empathy to effectively minister to the church and community as the Pastor's representative. This includes, but is not limited to, praying with people, sharing the gospel, and connecting people to outside resources, such as the local food pantry and crisis pregnancy center.
12. Performs other duties as assigned.