



NORTH **METRO** CHURCH  
**JOB DESCRIPTION**

<b>Job Title:</b>	Ministry Assistant	<b>Supervisor:</b>	Associate Pastor
<b>Department/Group:</b>	Administration	<b>FLSA Classification:</b>	Non-exempt
<b>Location:</b>	NMC Campus	<b>Position Type:</b>	Part-time (office hours plus some Sundays)

### Summary

The Ministry Assistant supports the Community, Student, Connection and Children’s ministries of North Metro Church by providing administrative assistance in the key areas of children’s through adult ministries. The ministry assistant will reinforce the vision and mission of NMC by undergirding the daily, practical needs of these church ministries.

### Duties and Responsibilities

#### General Office

- Provide office support and presence for visitors and guests
- Answer phones as needed
- Cross-train and work alongside other NMC administrative assistant(s)
- Attend staff meetings

#### Community Ministry Support

- Perform administrative duties connected with adult discipleship, community groups, community events, leadership development, connections, and café
  - Duties include, but are not limited to: phone calls, scheduling, communication, flyers, meeting attendance, meeting coordination, food orders, etc.
- Manage church database with Connection Minister for tracking people through the assimilation, equipping, leadership development, and community group processes

#### Student Ministry Support

- Help coordinate varied communications within the ministry.
- Organize and maintain departmental paperwork, records, finances, and files for all functions, including attendance and King Sooper's fundraising
- Manage program data generated from teams, such as scheduling, attendance records, and minutes
- Help schedule and coordinate the elements of trips and events, arrange transportation, accommodations, and volunteer support

Reviewed By:	Rick Frye; Danny Bote	Date:	4/5/2018
Approved By:	Danny Bote	Date:	4/5/2018
Last Updated By:	Rick Frye	Date/Time:	4/5/2018

## Children's Ministry Support

- Provide phone and communication support
- Create and print documents, handouts, posters, and curriculum as needed
- Create child dedication images and certificates
- Update and keep records for children's Sunday morning classes, including schedules and attendance sheets
- Manage administrative responsibilities for events such as registration, schedules, and ordering
- Support children's ministry leaders in communicating with new families

## Supervisory Relationships

This position has no supervisory responsibility. The Associate Pastor sets the overall objectives of the work assignments, priorities, and deadlines. The Ministry Assistant will also receive general direction from the Lead Pastor and the Executive Director. Work may be reviewed to ensure that the overall objectives are met. The person in this position uses initiative and discretion in interaction with staff, congregants, and visitors. Because of the nature of the role, the Ministry Assistant must demonstrate a high level of trust and the ability to protect the reputation and integrity of others through strict confidentiality.

## Key Relationships

The Ministry Assistant may have daily contact with the Associate Pastor, Lead Pastor, Student Pastor, Connection Minister, Children's Minister, other staff ministers, and other administrative and ministry assistants. She/he has frequent contact with the church leadership, other church staff, and congregants and visitors. A positive working relationship with the NMC staff is critical.

## Position Requirements

- An active, positive, and growing relationship with Jesus Christ
- A member or future member of North Metro Church
- Proficiency in Microsoft Office programs (Word, Excel, PowerPoint, Outlook, Publisher)
- Web page skill a plus
- A "self-starter", willing to research and apply best practices for quality results and expense management
- Good phone and interpersonal communication skills and enjoys meeting the public and assisting with information/direction
- Works well in a team environment and managing office and ministry leader support needs and priorities
- Effective verbal, writing, and editorial skills (proficient in English)
- A caring attitude, excellent people skills, high integrity, and ability to exercise strict discretion and confidentiality

## Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## Education and/or Experience

Bachelor's degree from college or school, or two years related experience and/or training, or equivalent combination of education and experience.

## Language Skills

Ability to read and write instructions, correspondence, and reports. Ability to effectively present information in one-on-one, large group, and small group situations to guests, other members of the church staff, volunteers, and external parties.

## Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand for extended periods of time, walk, sit, and talk or hear. The employee is frequently required to use hands to finger, handle, or feel and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

<p>NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.</p>
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