# Ministry Assistant -- Part-time
# Job Description
### Areas of Ministry Support: Youth & Kid's and Outreach Ministries
*Riverstone Church*

**Date** – February 2019

**Purpose of the Job --** To serve the church staff and church family by efficiently performing administrative responsibilities which will enhance the ministry and mission of Riverstone Church.

**Qualifications**
- Has trusted Jesus Christ as Savior and seeks to encourage and minister to others in His name
- Is in agreement with the Statement of Faith of Riverstone Church
- Possesses highly effective interpersonal and communication skills
- Has demonstrated strong organizational skills, attention to detail, and follow through of tasks
- Is familiar with database management, Microsoft Word and Excel.
- Is comfortable with updating website and social media sites
- Has a warm and sensitive spirit when interacting with others to develop solutions and resolve conflicts
- Has demonstrated a commitment to teamwork and takes supervision well
- Is willing to submit to a background check as a condition to employment

**Supervisor --** The Ministry Assistant is under the direct supervision of the Director of Operations.

**Major Areas of Responsibility**

*General Administration*
- Prepare letters, minutes, reports, etc. as needed.
- Copy and collate materials as needed by various ministries.
- Assist with sorting and distribute incoming mail.
- Assist with mailings of congregational letters, postcards, ministry schedules, newsletters, etc.
- Maintain order and neatness in the church office and work area, reporting any equipment problems.
- Assist with facility use requests and church calendar maintenance.

*Reception*
- Answer the phone courteously and professionally and respond with sensitivity to requests and needs, always maintaining appropriate confidentiality.
- Greet visitors and church people courteously and helpfully when they come to the church office.

*Communication*
- Assist with e-mail communication for the church office including distribution of prayer requests on the e-mail prayer chain.
- Be sure the Youth & Kid's and Outreach Ministries webpages are current and take appropriate action to remove content, get content updated or add appropriate missing content.

*Database*
- Assist in maintaining current data in the church management software by entering and updating information on individuals, families, and attendance groups.
- Generate reports, attendance information, class lists, labels, and other ministry helps as needed.

*Ministry Support*
- Provide general administrative support to the Youth & Kid's and Outreach Ministries as needed.
- Work closely with the Youth & Kid's and Outreach Ministries staff and continually offer creative ideas to enhance the ministry and efficiency of the ministry teams.
- Place orders for resource materials as requested by ministry leaders and pastoral staff.