

**JOB DESCRIPTION/TERMS OF EMPLOYMENT FOR
CHURCH MINISTRY ASSISTANT**

First Baptist Church of Havelock, N. C.

Employer: First Baptist Church Havelock, N. C.

The Church Ministry Assistant is hired by members of First Baptist Church based on a recommendation coming from the pastor. Employment is contingent upon the following terms of employment and a job description produced by the Personnel Committee and adopted by the church.

Purpose: The Church Ministry Assistant provides administrative support to the pastor, other staff, and church members as required.

Responsible for: Working under the supervision of the pastor, the Church Ministry Assistant is responsible for management of the church office.

Required Knowledge, Skills, and Abilities:

- A demonstrated commitment to the Christian faith and full agreement with our statement of faith.
- Minimum of a high school diploma or equivalent.
- Exceptional time management skills including, but not limited to:
 - Being self-motivated.
 - The ability to prioritize work.
- The ability to speak, read and write English proficiently.
- An aptitude for administrative work including, but not limited to:
 - Listen and communicate effectively and clearly, both orally and in writing.
 - Greet and assist with the needs of walk-in visitors.
 - Inventory and order supplies.
 - Prepare and send daily, weekly, and monthly church communications.
- A well-versed knowledge of Microsoft Office and Google Suite applications.
- Honesty and a high degree of personal integrity.
- Ability to lift up to 50 lbs. periodically. Ability to move office supplies and items required to perform the duties of the position.
- Ability to walk, sit and stand – sometimes for prolonged periods of time.
- Passing a 50-state criminal and sexual misconduct background check.
- Personal fiscal responsibility.
- Practice integrity. Immoral or illegal conduct will be grounds for immediate dismissal.
- Be professional, as demonstrated, for example, by putting out quality work and by maintaining a well-groomed appearance and a neat office.
- Self-composure and flexibility in the sometimes- hectic atmosphere of a church office.
- Scrupulously maintain confidentiality.
- Be attentive to detail and strive for excellence.
- Eagerly pursue personal and professional development.

Preferred Knowledge, Skills, and Abilities:

- A college degree.
- Online marketing and social media experience.
- Experience with database administration.

Responsibilities:

- Writing messages – such as emails, reminder notes, and letters in a professional manner.
- Proofreading.
- Operating and overseeing office equipment (e.g., copiers, computers, the folding machine, the fax machine, etc.), calling in a service technician as required.
- Maintaining an up-to-date calendar of events to be published in bulletins and newsletters.
- Receiving and making phone calls.
- Maintaining all files and lists in an orderly manner (e.g., membership, baptisms, birthdays, etc.).
- Processing mail and postal deliveries.
- Respectfully responding to the needs of those who drop in.
- Maintaining inventory of supplies needed for the efficient operation of the church office.
- Keeping track of items or supplies borrowed from the church (e.g., van keys, credit cards, and IOUs).
- Monitoring church bulletin boards with an eye toward attractiveness, currency, and a lack of clutter.
- Maintaining an Office Procedure Manual and ensuring that the information contained in this manual is current and easily accessible to the membership.
- Monitoring church brochures and other informational materials to ensure accuracy and currency.

Terms of Employment

- Work under the supervision of the pastor.
- Adhere to a set work schedule. Expected hours to be worked in a week range from 22 - 26 hours per week. Overtime is not authorized. Arrange time off through the pastor.
- Receive a semi-annual evaluation conducted by the pastor. These evaluations will be based upon performance relative to this job description. The Personnel Committee will maintain a signed copy of these evaluations.
- Recommendations regarding work schedule and salary adjustments will be made by the pastor through the Personnel Committee.
- Upon fourteen days written notice, the Ministry Assistant, pastor, or the church may terminate the employment relationship.

By your signature below, you acknowledge your understanding that your employment with First Baptist Church of Havelock is at will, and that nothing in this Job Description is intended to constitute a contract of employment, express or implied.

I have read the job description and terms of employment as set forth above and agree to fulfill the responsibilities and requirements described therein.

Signature

Date

I have fully briefed the above individual on his/her job description/terms of employment.

Pastor

Date