



OAKLEAF

BAPTIST CHURCH

Ministry Job Description

Position Title: Ministry Assistant/office Assistant

Hours: Part-time 24 hours a week. 9am-2pm Monday - Thursday & support during services as needed.

Ministry Purpose: To provide care to all those who would contact the church office for assistance as well as support the ministry through carrying out ministry tasks and functions as outlined in this job description.

Responsible To: Senior Pastor & Associate Pastor

Summary:

The Ministry Assistant is responsible for administering the tasks and functions of the church office in concert with the daily practices of the church staff.

Primary Functions:

- Act as the church office receptionist directing phone calls, appointments and guest throughout the church.
- Attend Church Business meetings to record the minutes of the meetings in church ledger.
- Maintain the Church Events Calendar and keep records of the administrative forms related to events.
- Inform Pastors and Deacons of crises, members in hospitals, having surgery etc.. or ministry opportunities with the congregation and community.
- Maintain church files in cooperation with the Church Trustees and Church Financial Assistant.
- Prepare, edit and produce church publications as assigned. (prayer list, bulletins, cards to be mailed, etc....)
- Assist the Senior and Associate Pastor in preparing for events, baptisms, weddings, funerals and special presentations.
- Organize church office ie. ordering office supplies and monitoring inventory.
- Maintain entrances and hallways in the administration area, keeping them clean and clutter free.
- Assist ministry directors with intermittent special projects.
- Review and distribute mail.
- Monitor, maintain and coordinate and schedule posts on social media platforms.
- Assist with food pickup from local stores for events, as well as spreadsheets of those who have signed up for events as requested.
- Maintain and edit information and photos for the active members and attenders in church management software (Breeze). Enter new visitor information, make copies for the Associate Pastor, and provide letters that need to be mailed. (guests, salvation, baptism, church membership)
- Maintain Life Group Rosters and coordinate with Life Group secretaries in each group to fill out Breeze attendance records weekly.
- Work with Pastor and Associate Pastor regarding any other tasks that they may need accomplished.