



FAMILY MINISTRIES ADMIN Job Description

Reports To: Church Administrator
PT/FT Status: Part-Time (no benefits) **FLSA Status:** Non-Exempt
Expected Hours*: 18-20/week **Direct Reports:** N/A

Purpose:

The Ministerial Assistant (Families) is responsible to the Mission & Family Pastor and Senior Pastor for supporting the Family Ministerial staff and assisting with church office operations at Westport Road Baptist Church. Sometimes referred to as Family Ministerial Assistant, Admin Assistant or Minister Assistant.

Responsibilities:

1. Provide administrative support for assigned members of the Ministerial staff including scheduling appointments, preparing and mailing correspondence, printing and copying materials, preparing reports, presentations, etc.
2. Assist the Family Ministerial Staff with event, trip, and activity registrations and volunteer background screening requirements, and work closely with the Financial Secretary as regards to payment collection.
3. Work with the First Impressions Admin to reserve space for events, activities, meetings, etc. as requested by the assigned ministerial staff.
4. Work with the Pastoral Admin to ensure that all guest and new member information is made available to the appropriate Ministerial staff.
5. Work with the Program Secretary and other Ministerial Assistants to prepare reports that reflect accurate attendance and participation data, including but not limited to worship attendance, Sunday School and small group activity, and other events as required, and distribute to the appropriate ministerial staff.
6. Prepare Sunday School and Small Group lists and rosters and distribute throughout the campus (or online for off-site gatherings).
7. Provide office coverage when the Program Secretary is absent or unavailable.
8. Other duties as assigned.

** Weekly Hours is intended as a general range of time spent performing the job function during a typical week. There will be occasions and special events where additional time may be required.*

Expectations:

1. The successful candidate carries out the functions of the position while providing a cheerful and organized atmosphere for all who enter or contact the Church, meeting the needs of staff, guests, volunteers, and members with care and discretion.
2. This position will receive direction from the Mission & Family Pastor and the ministry team he/she directs. This position will also support the office administrative team as necessary, under direction of the Church Administrator.
3. Full commitment to the areas of responsibility and personal development.
4. Develop proficiency in Servant Keeper and PlanningCenter applications.
5. A regular work-week will be established, dependent on the needs of the church. Exceptions to the approved work-week must be approved by the Church Administrator.
6. Attend Administrative Staff and Senior Staff meetings as required.
7. This position has frequent contact with the Ministerial and Non-Ministerial staff, church leadership, as well as members and guests.
8. Christ-centered behavior at-all-times (i.e. treating people with respect, compassion, and integrity)
9. Adherence with established WRBC policies and procedures.

Qualifications:

1. A lifestyle that reflects a commitment to and a passion for Jesus Christ.
2. High School graduate or GED equivalent and experience that includes working in administrative support functions or large church pastoral environments.
3. Experience or knowledge of Servant Keeper church management system is a plus, along with knowledge or working experience with PlanningCenter online applications.
4. A personal and/or work history that demonstrates an affinity for ministry is a plus.
5. Demonstrate ability to work independently as well as in a team.
6. Self-motivated and flexible with strong organization skills and the ability to work well with timelines and short deadlines.
7. Strong attention to detail and accuracy, including excellence in written communications.
8. Proficiency in a Windows-based PC environment, including Office365 applications (Outlook, Word, Excel, PowerPoint).
9. Comfort level with popular social media platforms, including but not limited to Facebook, Twitter, and Instagram, but recognizing that channels change and proficiency should be part of personal development.
10. Must be able to maintain confidentiality.
11. Proof of eligibility of employment within the United States and consent for criminal background check.