



NORTHMETROCHURCH
JOB DESCRIPTION

Job Title: Ministry Assistant **Supervisor:** Community Pastor
Department/Group: Community/Connections **FLSA Classification:** Non-exempt
Location: NMC Campus **Position Type:** Part-time (office hours plus Sundays)

Summary

The Community and Connections Ministry Assistant supports the Community Pastor by providing administrative and ministry assistance. This includes typical administrative duties plus maintaining interpersonal communication and relationships with lay leaders in the Connections and Community ministries. The person in this position will reinforce the vision and mission of NMC by undergirding the daily, practical needs of these church ministries.

Duties and Responsibilities

Weekly Connections & Community Ministry Support

- Manage the church database used to track people through our discipleship process (in partnership with other office staff).
- Organize and prepare weekly Connect follow-up opportunities for the Community Pastor
- Organize and prepare weekly Prayer Cards for the Staff Lead Team.
- Ensure individuals in Connections ministry are scheduled and verified for their weekly Sunday roles/responsibilities via Planning Center and/or personal contacts.
- Ensure readiness for each Sunday as it relates to Connection Point, the Cup, and the café. This includes but is not limited to area preparation, organization, and ordering/stocking supplies.
- Perform administrative duties for the Community Pastor including phone calls, scheduling, communication, flyers, meeting attendance, meeting coordination, and food orders.
- Assist with Community Group administration as needed.

Sunday Connections Ministry Support

- Assist with recruiting people for Connections ministry opportunities.
- Manage the Sunday morning Connections ministry, ensuring positions are filled, workers are informed, and resources are available.

General Office

- Assist the pastoral staff with weddings, funerals, and events as needed
- Provide office support and presence for visitors and guests

Reviewed By:	T Willey, D Bote, R Frye, J Wagstaff, G&A	Date:	8/5/2019
Approved By:	Danny Bote	Date:	8/5/2019
Last Updated By:		Date/Time:	

- Answer phones as needed
- Cross-train and work alongside other NMC administrative assistant(s)
- Attend staff meetings

Required Qualifications

- High school diploma or G.E.D.
- Previous office/administrative experience
- Experience managing people is a plus
- 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 skills a plus
- A “self-starter”, willing to research and apply best practices for quality results and expense management
- Excellent communication skills, including editorial skills
- Enjoys engaging with the public and assisting with information/direction
- Works well in a team environment
- Trustworthy
- Ability to remain confidential and exercise discretion

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.

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.