

# MGBC Ministry Assistant Job Description

Myrtle Grove Baptist Church  
Pensacola, FL 32506

## **Principle Function:**

The Church Ministry Assistant is responsible for assisting the pastoral staff in their ministerial duties; to prepare, mail, and file correspondence; and for maintaining and distributing general church and program organization records of membership and operations.

## **Qualifications: The Church Ministry Assistant shall:**

1. be a Christian,
2. be cordial and professional at all times in conduct with co-workers, ministerial staff, and the general population,
3. have excellent interpersonal skills,
4. maintain privacy and confidentiality of all matters with church members, non-members, and church related information,
5. be a member or become a member of MGBC,
6. be a high school graduate or GED equivalent,
7. have a minimum of 4 years' experience as a secretary (administrative assistant, financial secretary, or assistant),
8. have the ability to type accurately using computer keyboards at a sufficient speed,
9. have strong computer skills (MS Windows, Word, Excel, Access, Power Point, Outlook, publishing software), as well as the willingness to learn and become proficient with church software that is being used and may be used in the future,
10. be proficient in the use of office tools (copy machines, etc.),
11. have strong administrative & organizational skills including calendaring, filing, and appointment scheduling,
12. have excellent command of English composition and punctuation,
13. be able to establish priorities and maintain them,
14. be able to follow through with details with limited supervision, and
15. be punctual and be able to work a varied schedule if required.

## **Relationships: The Church Ministry Assistant shall:**

1. be responsible to the Minister of Administration and Education for most duties,
2. work well with other staff members as a team to fulfill the mission and goals of the church,
3. attend all regularly scheduled staff and office meetings,
4. adhere to all policies, procedures, By-Laws, and the Constitution of MGBC,
5. coordinate with the church clerk to produce a final copy of the business minutes to be provided at business meetings,
6. be cross trained to provide essential services when other administrative staff members are sick or on vacation (Note: The extent of the cross-training is determined by the Church Administrator),
7. help train volunteers who provide office assistance,
8. complete the Annual Church Profile: The Church Ministry Assistant will provide the 'people' aspect while the Financial Ministry Assistant will provide the financial data,
9. have an annual performance review or exit interview by the Minister of Administration and Education and forwarded to the Personnel Committee for review.

The duties of the Church Ministry Assistant may require revision from time to time and may be revised in consultation with the Minister of Administration and Education and the Personnel Committee. All changes shall be approved by the church.

### **Responsibilities and Duties:**

1. Functions related to Pastoral Ministry: The Church Ministry Assistant shall:
  - a. assist the Pastoral Staff with carrying out their ministerial duties,
  - b. inform the Pastoral Staff of ministry needs and prayer requests that come to the church office,
  - c. assist the Senior Pastor with sermon notes as needed,
  - d. assist the Senior Pastor with making appointments for his weekly planner,
  - e. screen the Senior Pastor's phone calls,
  - f. assist the Senior Pastor as needed with community activities,
2. Functions Related to Church/Office Administration: The Church Ministry Assistant shall:
  - a. maintain church membership rolls (this task may be delegated to a volunteer),
  - b. receive walk-ins, answer telephone calls, and retrieve messages from phone system,
  - c. coordinate church activities regarding invitations, location, and scheduling,
  - d. create certificates for baptism and coordinate baptism dates,
  - e. coordinate all aspects of parent/child dedication and create certificates for parent/child dedication,
  - f. create certificates for ordination,
  - g. prepare new member packets and assist with new member classes,
  - h. prepare for breakfast / luncheon meetings as needed,
  - i. prepare the prayer list, provide copies of the treasurer's report, and provide deacon's ministry manual pages for the deacons' meetings,
  - j. prepare for church business meetings, including editing the clerks draft, obtaining signatures for the minutes, filing the minutes, and assembling the printed business meeting packet,
  - k. prepare membership reports, including members requesting transfer of letter as well as the new members list,
  - l. maintain church files and records, minutes of committee/team meetings, and any other official church documents.
3. Functions Related to Correspondence and Communication: The Church Ministry Assistant shall:
  - a. create and maintain mailing lists,
  - b. assemble, organize, print, and distribute all publications, and coordinate with volunteers for assistance in preparing those publications,
  - c. prepare the worship bulletin, including sermon notes, order of worship, as needed,
  - d. participate in creating informational signs, posters, and digital announcement slides,
  - e. handle the correspondence of the Pastoral Staff,
  - f. proofread all correspondence,
  - g. remind members of the Church Leadership Team about upcoming meetings,
  - h. respond to requests for church membership, and
  - i. prepare and send press releases as directed.

4. Other Functions:
  - a. Travel – make travel arrangements for ministerial staff and special guests as needed.
  - b. Weddings – coordinate with other ministry assistants as well as pastors – provide policy information to participants.
  - c. Funerals – follow the current policy and procedures for funerals.
5. Perform all other tasks per guidelines as assigned.

Note: The Church Ministry Assistant shall perform tasks that must be shared with other ministry assistants in a prompt and professional manner.