

# REQUIREMENTS FOR THE POSITION OF MINISTRY ASSISTANT

## FIRST BAPTIST CHURCH GREENFIELD, TN

1. Must possess proficient computer skills utilizing Microsoft Word, Excel, Publisher, and PowerPoint; Planning Center; Canva; and Wix.
2. Must display courtesy, and discretion, when receiving people into the office and when answering the phone.
3. Must maintain the confidentiality of the congregation, pastor, staff, and those with whom the pastor and staff interact.
4. Will be responsible for recording weekly contributions in Excel/Planning Center for end-of-year tax purposes and then filing offering envelopes, and mail, if necessary.
5. Will be responsible for labeling and distributing offering envelopes to members in a timely manner for each new calendar year.
6. Will be responsible for the creating, printing, and folding of prayer guides and bulletins on Wednesdays and Sundays.
7. Will be responsible for preparing and mailing greeting cards, signed by church members each Wednesday night, as well as monthly Birthday cards to all church members.
8. The Ministry Assistant is responsible for picking up the church's mail, **with the exception of any bill/invoice**, at the assigned post office box in town. **Please note that the church's treasurer will pick up all bills/invoices.**
9. Is responsible for mailing all outgoing correspondence.
10. Will be responsible for maintaining a calendar to coordinate and track the use of church facilities for events/activities outside of the normal service times (Weddings, showers, birthday parties, etc.).
11. Will be responsible for getting approval for church members to use the facility for events such as birthday parties, anniversary parties, etc. utilizing a pre-printed authorization form and keeping the forms filed.
12. Will be responsible for labeling any new literature and distributing it to the appropriate class and collecting old material which is then placed in the box underneath the attendance board.
13. The Assistant will be responsible for keeping the pew racks stocked with pens, necessary envelopes, and guest cards.
14. Assistant will be responsible for operating the food pantry ministry according to the established guidelines, reporting needs for supplies, and keeping records of each qualified person's visit.
15. Assistant will maintain a membership roll with current information.

16. Is responsible for obtaining letters of recommendation from other churches for new members that the church approves to accept by letter and sending letter of recommendation for members requesting a transfer of membership to another church that the church approves.
17. Is responsible for maintaining the active deacon ministry lists.
18. Will be responsible for maintaining the new members' board, which will include taking a photo of new members to post on the board.
19. Maintain the calendar of events each month on the marker board in main hallway, as well as publishing key events on Wix, Facebook and Planning Center.
20. Is responsible for gathering articles for the monthly newsletter (prepared using Canva) and then print, and/or distribute via email, post on website (using Wix), and Facebook, along with a printed monthly calendar indicating all church activities.
21. Assistant will be responsible for typing the minutes of the monthly business meetings.
- \*22. Will be responsible for preparing new rolls for reach Sunday school class at the beginning of each quarter. *This may cease when Planning Center is utilized.*
23. The Ministry Assistant will prepare invitations/notifications for new members' luncheon, gather materials for distribution at luncheon, plan or assist in planning menu and decorating luncheon area.
24. Will be responsible for ordering office, kitchen, nursery, custodial, and other supplies as directed by each position.
25. Assistant is responsible for arranging a caterer for the Valentine's Banquet in February with oversight of the deacons and then decorate, or assist with decorations.
26. Will perform any clerical work needed by the pastor, staff, and church in a timely manner, such as preparations for the summer mission trip.
27. The Assistant will be responsible for protecting and maintaining the privacy and confidentiality of church members by shutting down the computer each day and storing contribution records, and other sensitive information, in a secure location.
28. Assistant will take inventory of needed supplies, such as greeting cards, office supplies, food for Connection Time, etc., and place orders through various retail outlets, such as Christian Book, Amazon, Sam's, Walmart, and so forth. Our Happy Howard office supply vendor stops by the office each week to take orders for necessary office supplies.
29. The Ministry Assistant will be responsible for procuring small tokens of appreciation on Mother's Day and Father's Day for church members.
30. And other duties as assigned.

**Salary: \$19,500**