

Ministry Assistant

First Baptist Church, Medford, WI
Position Description

Purpose:

- To support the ministry of FBC by overseeing and caring for the administrative needs of the church.

Primary Responsibilities:

- **Assisting the Pastors**
 - Participate in regular staff meetings.
 - Coordinate pastors' meeting schedules.
 - Assist with weddings and funerals—administrative functions, facility oversight, coordination with parties involved.
 - Oversee administrative functions for baptism, child dedications, and congregational care.
- **Communications Admin**
 - Create and input sermon and announcement slides.
 - Manage and update the website (i.e. post info, keep info updated).
 - Manage Facebook page / Instagram.
 - Input info into Flash News & schedule the email.
 - Ensure Welcome Center resources are stocked.
 - Add graphics for sermon slides, website, social media, announcement slides, etc.
 - Gather photos for the website and other church ministries.
- **Connect & Go Admin**
 - Oversee the volunteers and ministry functions of the all First Impressions ministries (i.e. welcome center, ushers, Discover FBC, hospitality teams, coffee).
 - Prepare materials for membership classes, and serve at classes when requested.
 - Oversee life group management systems & communications.
 - Help assimilate and connect those who are new to FBC.
 - Recruit, coordinate, and oversee the Summer Connection volunteer team.
 - Assist with administrative duties required for local outreaches and other Connect ministries.
- **Support Ministries**
 - Oversee and lead various support teams, as assigned by the pastors.
 - Oversee office administration (phones, database, Office Assistant)

Qualifications

- Loves Jesus
- Servant-leader

- Flexible personality
- Dependable
- Welcoming, caring, friendly
- FBC member, or willing to become an FBC member.
- Problem-solver and organizer
- Manages tensions well between tasks and relational responsibilities.
- Competencies and skills in administrative and organizational work.
- Competent with computer programs and systems that are used by FBC.
- Above average communication skills.
- Sound character and integrity.
- Minimum of a high school diploma or equivalent

Hours:

- Full-time
- Work most Sunday mornings (flexibility as needed)

Reports To: Lead Pastor