



Ministry Assistant

This is a class 3 position. This position works Monday, Tuesday evening, Wednesday, Thursday morning and every other Sunday morning and/or evening services.

Position Summary: This position leads the EMT and New Teacher training, with added administrative responsibilities.

General Responsibilities:

- Lead, support, and recruit for the EMTgroup
- Lead the new teacher training team
- Create talking points for weekly lessons
- Order and stock food supply needs
- Ministry administrative support including but not limited to; relationship building within your service team and updating Pastor and Ministry Director with volunteer needs.
- Contribute to weekly staff fresh eyes when necessary
- Bi-weekly service lead and support for assigned service times
- Fulfill pre and post service protocols
- This position may need to work ministry events and volunteer meetings
- This position may be required to attend training seminars and conferences.

Position Requirements:

Must evaluate and strive to meet yearly goals, fluent usage of the church computer program (CCB), child check-in system, and Microsoft programs.

Physical Requirements:

This position may be required to lift 50 lbs. It may require repetitive bending, long periods of standing, and working with sanitizing chemicals.

The above duties, activities, or responsibilities may be supplemented periodically.