

Job Title:	Ministry Assistant	Job Category:	Administrative Assistant
Department/Group:	Non-Ministerial Staff	Position Type:	Full-Time (hours as defined)
Location:	On-site at facility	Payroll Status:	Salaried
Applications Accepted By: Personnel Committee			
Springhill Baptist Church 18210 State Hwy 83 Howe, OK 74940			
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <p>The Ministry Assistant fills the role of assistant to the ministerial staff and administrative manager of the church. The Ministry Assistant is directly responsible to the Senior Pastor or other assigned ministerial staff member. Their function is to be responsible for ensuring completion of tasks related to office management, staff support, and church calendar and event updates along with bookkeeping and receptionist duties.</p> <ul style="list-style-type: none"> • Receptionist duties including answering the phone, taking messages for staff, directing calls to staff, making appointments, and taking facility reservations • Coordinates Church Calendar and keeps record of administrative forms related to all events • Keeps staff and deacons informed of crises or ministry opportunities within the congregation and community • Maintains confidential files of ministerial staff • Prepares, edits, and produces all church publications including bulletin, denominational statistics, weekly offering verse, and weekly text messages and emails • Oversees maintenance of office equipment • Edits and prepares pastor's sermons, messages, and presentations • Prepares news releases in cooperation with the Senior Pastor and Church Leadership • Coordinates baptisms with baptism committee and Pastor • Assists the Church Treasurer, Counting Team, and Finance Team with receipt collection, credit card logs, and preparing budget reports weekly and as needed for business meetings • Works with staff to coordinate and administer ministries within the church • Purchases supplies for cleaning, office, building maintenance, classroom, literature, and communion • Maintains up to date membership information by updating records as necessary • Performs additional duties as assigned by the Senior Pastor and staff <p>PREFERRED SKILLS</p> <p>Proficiency in Microsoft Office suit, proficiency in using computer for weekly record-keeping, bulletin design, and membership records</p> <p>ADDITIONAL NOTES</p>			