



## **Job Description**

**Position:** Adult Ministry Assistant  
**Classification:** Full-Time, Non-Exempt (38 hrs/wk)  
**Ministry Area:** Ministry Staff, Generational Team

**Primary Reporting Relationship:** Adult Ministry Pastor  
**Secondary Reporting Relationships:** Women's Minister

**Interfaces:** Church, school, and preschool staff members, volunteers, and other stakeholders as identified and appropriate.

**Our vision:** To saturate the 4B Area with the gospel by restoring people, families, and churches. (The 4B Area refers to the geographic area of Southeast Houston from the Beltway to the Beach and the Bay to Brazoria County.)

**Profile:** Our organization has a culture lead by a collaborative and cohesive team that is dedicated to accomplishing our mission while living a lifestyle that demonstrates our **Values:**

- Gospel Restoration
- Spirit and Truth Empowerment
- Relentless Love
- Hands-On Service
- Kingdom Partnership

**Job Purpose:** To support the Adult Ministry Pastor of Bay Area Church as he works to accomplish the mission of saturating the 4B Area with the gospel. The Adult Ministry Assistant will also provide some minor administrative support to the Women's Minister. The goal of all support staff is to allow the ministry staff to fulfill their individual responsibilities with excellence.

### **Major Responsibilities:**

- Provide administrative assistance and support to the Adult Ministry Pastor
- Manage the HUB church database (CCB) as it pertains to communication and calendaring
- Provide weekly vitals report and keep statistics organized, accurate, and current for trend analysis
- Assist with all aspects of adult discipleship including adult Life Groups and men's and women's ministries
- Assist with church-wide communication (via email, social media, bulletins)
- Provide event management as it relates to the adult ministry area (Spring Lead Well, Fall Lead Well, Block Party, Spring Women's Event, Fall Women's Event, Men's Spring Event, Men's Fall Event, Parent Summit, GroupLink, ServeLink, LeaderLink, and other communication/promo tables)
- Facilitate connection and next step opportunities with potential new members and first time guests on Sunday mornings at the Welcome Center, and assist volunteers, guests, and staff with needs that arise on Sunday mornings.
- Attend and provide support details and assistance for all adult midweek opportunities (Spring and Fall semester and weekly tasks)
- Attend Generation Team Meetings, record the discussion, and email notes to team
- Attend necessary meetings (planning meetings, All Staff, admin meetings, etc.)
- Work as a cooperative member of the administrative team as coordinated by the Executive Pastoral Assistant
- Support the Adult Ministry Pastor in other duties assigned

**Required Skills and Abilities:**

- Demonstrates strong interpersonal skills
- Maintains a professional and friendly demeanor
- Possesses excellent organizational skills and is capable of managing time efficiently
- Can demonstrate ability to multi-task effectively
- Demonstrates ability to think creatively
- Exhibits ability to maintain composure in stressful situations / interactions
- Possesses basic computer skills and knowledge of word processing programs (Microsoft Word, Excel, PowerPoint)
- Is familiar with basic office equipment (multi-line phones, fax machines, and scanners)
- Demonstrates strong writing and editing capability
- Possesses excellent phone etiquette
- Communicates clearly and effectively
- Can maintain a high degree of confidentiality
- Preference will be given to candidates who are members of Bay Area Church

**Education and Experience:**

- High school diploma or GED is required; preference will be given to candidates who have completed some college coursework
- 2+ years of previous experience in an office environment preferred

**Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. All physical requirements, job duties and abilities are subject to possible modification to reasonably accommodate individuals with a qualified disability.

1. The employee is regularly required to use their hands and fingers, to include: Fingering - picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling; Grasping - applying pressure to an object with the fingers and palm. Repetitive motion - substantial movements (motions) of the wrists, hands, and/or fingers.
2. Talking – the employee will be required to express or exchange ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
3. Hearing- the employee will be required to perceive the nature of sounds at normal speaking levels with or without correction. Employee will need to possess the ability to receive detailed information through oral communication, and to make the discriminations in sound.
4. Light work. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical activity will also involve: stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, and lifting. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work. The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading. Activities occur inside and outside, and the worker is subject to both environmental conditions.

I have received, reviewed and fully understand the job description for the position of **Adult Ministry Assistant**. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described. I understand that this job description is not designed to contain a comprehensive list of all of the activities, duties, or responsibilities that are required of an employee for this job, and that the responsibilities and activities may change at any time with or without notice.

Employee Name (Print) \_\_\_\_\_

Date \_\_\_\_\_

Employee Signature \_\_\_\_\_

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