



DETAILED JOB DESCRIPTION

Grace Groups/College Ministry Assistant

Job Title: Grace Groups & College Ministry Assistant
Reports To: Grace Groups and College Pastor- Mike Floyd
Time Status: Full Time
FLSA Status: Non-Exempt
Classification: Support Staff
Work Schedule: Monday – Thursday 8:30 a.m. – 5:00 p.m.
Wednesday Evenings- Scheduled Services
Sunday Mornings- Scheduled services

SUMMARY

The Grace Groups and College Ministry Assistant provides a variety of broad-based clerical and office support services for Grace Groups and Collegiate ministries. This position organizes the activities and functions of the office and coordinates the flow of information to the ministry areas.

- Organize and manage the day-to-day activities and ensure the efficiency of the office's operation.
- Perform general routine clerical duties relating to the individual ministry areas.
- Timely process and communicate information received and meet all deadlines.
- Support the various ministry initiatives, when appropriate, along with special event-driven activities and programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Schedule appointments, meetings, and conferences for the Grace Groups and College Pastor.
- Run attendance reports for all group attendance and submit for weekly report to Pastors; print attendance sheets for groups that do not submit their attendance manually.
- Correspond with Grace Group interest inquiries and connect them with a group leader.
- Mail postcards to visitors and follow up with group leaders.
- Print attendance sheets for Grace University and Grace Groups. Prepare envelopes for classrooms.
- Enter all purchase orders for Grace Groups, Grace Café, and Grace College ministry.
- Order doughnuts, bagels, and supplies for Grace Café.
- Make room reservations for weekly classrooms with follow up for correct set up; deliver supplies and attendance rolls to each classroom.

- Must be available on Wednesday evenings and Sunday mornings for group leaders' needs, Grace café, and College Ministry groups.
- Set up and order food for college events and quarterly Grace group leadership luncheons.
- Order quarterly Sunday school literature for listed Grace groups.
- Attend meetings and take notes as determined by Pastor Mike Floyd.
- Relieve the front desk receptionist for lunch and breaks, daily.
- Timely greet guests and church staff when providing front desk assistance. Ensure a pleasing atmosphere by guests, church members, and staff members.
- Keep Grace Group and college information updated in Shelby membership database.
- Attend All-Staff meetings, and any other meetings and training seminars as requested.
- Perform other duties as assigned.

QUALIFICATIONS AND SKILLS:

- A demonstrated ability to maintain sensitive and confidential church information.
- Must be a follower of Jesus Christ and have a lifestyle that demonstrates obedience.
- A member of Grace Baptist Church.
- Committed to the core values of the church.
- Committed to Biblical tithing (a minimum of 10% of gross income).
- Good 'people' skills for relating to senior pastor, pastoral staff, co-workers, volunteers, extended church staff, church members and guests.
- Ability to perform services independently, without direct supervision, as well as work cohesively within a team environment.
- A positive attitude at all times and poise under pressure.
- Knowledge and principles of preparing correspondence, forms, reports, etc.
- Knowledge of principles and procedures of record-keeping and filing systems.
- High attention to detail and accuracy with complete follow through.
- Ability to communicate clearly and concisely, both orally and in writing.
- Basic understanding of office organization, operations, office equipment and methods.
- Proficient in all Windows based software.
- Excellent organization skills.
- Good English, grammar, spelling, punctuation, and vocabulary skills.
- Knowledge of and experience normally acquired through the completion of a high school diploma or job training and experience that qualifies for the position.

SUPERVISORY RESPONSIBILITIES:

- NONE

EDUCATION AND/OR EXPERIENCE: We Want-Like to Have

- Three to five years of work history within a church environment of 2,000 or more worshippers to foster a complete understanding of the requirements of the administrative assistant position.
- College education with desire to seek additional training through conferences, networking, and seminars.
- Possess one or more of the following gifts: Administration and Serving.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Applicant must possess a valid social security number, valid driver’s license and a current working home/cell phone number that can be accessed by management personnel for business contact purposes.

PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

WORK ENVIRONMENT:

- The work environment characteristics described herein are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

CONCLUSION

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. This is not an all-inclusive list of responsibilities, duties, and skills required of personnel. Further, this job description is not intended to limit or in any way modify the right of any supervisor to assign, direct, and amend the work of any employee under his/her supervision. I understand that employment is at the will of the employer and either the employer or the employee may terminate the employment with or without cause at any time.

I have received, reviewed, and fully understand the Job Description for this position. I further understand that I am responsible for the satisfactory execution of the essential duties and responsibilities as listed herein.

Employee Signature:	Date Signed:
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