

MINISTRY ASSISTANT JOB DESCRIPTION

1. Serve as church receptionist on the days assigned to work, by answering the telephone and receiving visitors who come by the church.
2. Serve as assistant to the pastor and other staff as needed.
3. Responsible for assisting the church committees with records, notification of meetings, keeping and filing records as requested.
4. Responsible for assembling reports, booklets, etc produced in the church office and also keeping the church calendar.
5. Prepare and send out weekly email with events and announcements.
6. Prepare the bulletin and prayer list each week.
7. Serve as church clerk—reading and taking minutes at quarterly business meetings.
8. Responsible for ordering Sunday School literature.
9. Schedule weddings, showers and other special events on the church calendar and inform those using the church facilities of the church's policies.
10. Maintain membership roll, complete forms for request and granting of letters.
11. See that the church records are properly maintained and filed.
12. Responsible for ordering office and organizational supplies and insuring that the office equipment is in good working order.
13. Supervised by the pastor and personnel committee.
14. In the absence of the pastor and other ministerial staff, the ministry assistant shall be responsible for the day to day running of the church office
15. Responsible for insuring that all monies received by the church are accounted for and directed to the proper funds.
16. Responsible for picking up the bank bags and inputting deposits into QuickBooks.
17. Prepare monthly and quarterly financial reports and quarterly budget report for the business meetings.
18. Keep records of all special funds such as memorial fund, special offerings and notify the donor of our receipt of such funds.
19. Responsible for paying all church bills, payrolls, making tax deposits, paying quarterly payroll tax withholdings and filing all employee status records.
20. Maintain a file of all legal and other important documents of the church as well as insurance records of the church. This includes tags and other documents for the church's buses, trailer or other motor vehicles.
21. Prepare the yearly ACP and send it to the association office.
22. Send all mission and other special offerings to their proper destination.
23. Work with the church custodian and make sure supplies are stocked. Update custodian with church events.
24. Update church Facebook page with events and announcements.
25. Serve on the finance and budget committee, church council and other committees as the request arise.
26. Salary shall be set by the Finance committee and office hours shall be set by the Personnel committee.
27. Ministerial Alliance—maintain and keep record of funds distributed.