

# Ministry Assistant: Membership Liaison & Church Host

## Overview

**Position:** Ministry Assistant: Membership Liaison & Church Host

**Objective:** To primarily serve as administrative support for various church & parachurch ministries, maintain accurate membership information, and coordinate building usage for special events. Will also serve as receptionist to meet, greet, and handle visitors, phone calls, and printing needs.

**Reports To:** Minister of Music & Administration

**Status:** Part-time Support Staff; Monday-Thursday, 8:30am-12:30pm (16 hours/week); occasional evening/weekend hours

## Minimum Qualifications

**Education:** High School Diploma and secretarial work experience preferred

**Qualifications:** Must possess excellent interpersonal and communication skills, strong organizational skills & information technology skills (including a proficiency and expertise in the Microsoft Office Suite, familiarity with Google Calendar, and the ability to adapt to new technologies), and the ability to maintain confidentiality.

**Physical Demands:** Professional personal appearance and cleanliness

## Job Summary

- 1** Serve as receptionist by answering the telephone and greeting all visitors to the church office with tact, courtesy, and diplomacy. Assist with printing needs. Compose churchwide email notifications.
- 2** Maintain accurate church membership records using ShelbyNext software. Coordinate with various staff/teams when handling visitor information, transfer of membership requests, etc.
- 3** Maintain the church calendar: building use requests; HVAC scheduling; room setup requests; provide after-hours host services for events, when needed.
- 4** Assist various ministries within the church body to coordinate events, maintain membership rosters, design & print materials, coordinate special events, etc. Primary ministry assistant for Hands of Hope, Veteran's Patrol, Cancer Care, and Medical Explorers.
- 5** Assist all ministers, as needed, with various administrative tasks: committee & general meeting scheduling, music library maintenance, special projects.
- 6** Serve as Church Clerk taking minutes for Church Conferences and other official meetings.
- 7** *Any and all other matters necessary to further the mission and purpose of the church.*

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Approved **Scott Davis,**  
by: **Minister of Music & Administration**

Date: *May 2023*