

Job Summary

Job #: 10703989

Church Assistant

Turning Points Ministries

Gastonia, NC - 28052

Posted 6/2/2017 on NCWorks Online

Positions available: 1

Occupation: Office and Administrative Support Workers, All Other

\$ 11.00 **\$ 12.00**
Hour

Job Requirements



Job Properties



Job Description

The Church Assistant for Turning Points Ministries (TPM) will provide administrative support for the Church, the Pastor and Ministry Leaders. In this role, the Church Assistant will be the first point of contact on behalf of TPM to outside vendors, community leaders and organizations, community constituents, other Church leaders, and etc. He/She proactively offers solutions based on established procedures within the Church. The Church Assistant will possess strong communication skills and have an aptitude for coordination, organization and serving. The Church Assistant will recognize that working with a team is essential to successful ministry. This part-time position requires a minimum of 2 days working in the Church office with the flexibility to work remotely as needed.

PRINCIPLE DUTIES AND RESPONSIBILITIES (ESSENTIAL FUNCTIONS):

1. Primary administrative and clerical duties for the Church:

1. Maintain accurate church records, documents and files including membership attendance, baptismal, marriage, member email distribution and mailing lists, member demographic information, etc.
2. Regularly open and distribute mail to ensure timely distribution to ministry leaders
3. Maintain church master calendar of events
4. Answer phones and respond to voicemail messages as appropriate
5. Compose or transcribe church correspondence and memorandums (emails, letters, U.S. postal service, electronic invitations and announcements) to individual church members, church body, external visitors, pastors, speakers, vendors, community organizations and leaders, as needed
6. Compile weekly announcements and distribute to announcer; maintain announcements on TPM's member website page
7. Maintain church office supplies and order supplies as needed upon approval by the Finance team
8. Create and print flyers, programs, certificates, and other documents as needed
9. Coordinate service calls for computer equipment failure upon approval
10. Maintain church inventory (with assistance from ministry leaders) and library
11. Maintain church website and other internet website accounts and coordinate website needs with the webmaster as needed

2. Administrative assistance to the Pastor:

1. Maintain schedule of Pastor's appointments
2. Assist Pastor with learning and communicating church procedures
3. On behalf of the Pastor, assist ministry leaders and committees with planning and implementing special events
4. Receive, research and respond to email communications and phone calls from various groups (community, other churches, members and ministry leaders) as directed by Pastor
5. Arrange transportation and lodging for speakers upon request by Pastor

3. Administrative support to Ministry Leaders and Committees:

1. Schedule, coordinate and attend (in the absence of the ministry leader) service calls for outside vendors as requested from ministry leaders
2. Contact external vendors for quotes as requested by ministry leaders
3. Coordinate, distribute and maintain ministry schedules (ushers, teachers, AV, etc)
4. Schedule and attend staff, ministry leader, committee and Church Council meetings to transcribe notes as needed
5. Order supplies as requested by ministry leaders upon approval by the Finance team

4. Provide support to small projects as requested.

TPM MISSION

All employees of TPM are expected to support the mission: "To be a unique ministry unfettered by tradition or legalism and passionate about perpetually seeking God in order to exhibit His characteristics of service, deliverance, evangelism, and holiness."

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by person assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

It is important that all employees of TPM have a real relationship with Jesus Christ and are actively seeking a deeper relationship with Him. This belief should be lived out in such a way that it is obvious and real to those in the leadership of TPM and the church family.

The Church Assistant should be disciplined and diligent with his/her time. However, one's family should not be sacrificed for the sake of the ministry.

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