

Hikes Point Christian Church
Job Description – Ministry Assistant to the Lead & Executive Pastors
(30 – 35 hours weekly)

Hikes Point Christian Church desires to help all people to become fully devoted followers of Jesus Christ. The individual fulfilling this role as Ministry Assistant should provide high-level of assistance to the Lead Pastor and Executive Pastor – to protect their time and clear their path for their highest contribution to develop vision, strategy, and message preparation. Ensure tasks and projects are completed with a high level of detail, efficiency, accuracy, confidentiality, flexibility and positivity to support the vision and mission of HPCC. The person in this role must exemplify an attitude of Jesus Christ to help HPCC continue to impact its community for Jesus Christ.

Character Requirements:

- Immersed believer of Jesus Christ.
- A conviction on the infallibility of God's Word.
- Demonstrate a genuine love for people as the highest priority of ministry through communication, cooperation, and personal relationships.
- Demonstrate love for Jesus where He is both Savior and Lord.
- Demonstrate a commitment of love, integrity, open communication, honesty, and harmony.

Reports To:

- Executive Pastor
- Elders

Position Responsibilities:

Ministry Assistance

- Assist in calendar management and scheduling for the Lead Pastor and Executive Pastor, including protecting downtime and uninterrupted focused work time.
- Assist in answering and responding to phone calls in a timely manner.
- Assist in managing expenses and credit card statements – assist in organizing receipts for yourself, the Lead Pastor, and the Executive Pastor.
- Help provide feedback for church wide communication including emails and letters.
- Assist and help the Lead Pastor, Executive Pastor, and Elders as needed with ministry administrative tasks.
- Help create forms and tracking spreadsheets.
- Assist in organizing room request /resources for the church database calendar for meetings/events.
- Help make copies, print documents, and assist staff with troubleshooting copier issues.
- Help place orders (example: personalized note cards, books, furniture)
- Assist in creating and maintaining process for weddings, funerals, check request, etc.

Additional Support Needs

- Assist the Lead Pastor and Executive Pastore in various aspects of the Church Database
- Assist in maintaining the HPCC Church Directory App
- Assist in doing a walk-through of the building at the beginning and end of the week to see if areas need to be restocked (water bottles, Kleenex boxes, etc.)
- Assist in setting the weekly door (lock/unlock) schedule for various activities and events taking place at HPCC each week through HPCC's access control system and key fob access.

- Assist in reviewing private event request in coordination with the church calendar.
- Help in processing background checks and reports.
- Assist in ordering and purchasing supplies as needed (i.e. baptism supplies, church t-shirts, coffee for the Gathering Area, paper plates, plastic forks, etc. for the kitchen and classrooms).
- Assist in providing details volunteer schedules as needed.
- Assist HPCC's Communication Director updating event details on the church website.
- Other admin responsibilities assigned by the Executive Pastor or Lead Pastor.

Special Events and Projects

- Assist the Lead Pastor and Executive Pastor in planning special events as needed (may include research, timelines, budget, volunteer needs, assisting in the registration process, etc.
- Assist in selecting and working with vendors and/or caterers that are needed for events.
- If event takes place off the HPCC campus, assist in identifying and securing a venue.
- Assist in creating sign-up sheets, invitation list, and send out announcements and invitations as needed.
- Assist in arranging lodging and transportation for guest speakers when necessary.
- Be available to assist the team in other areas needed to make events successful.
- Assist the Lead Pastor and Executive Pastor (or other ministry leaders) in the communication to volunteers and implementation of a particular event as needed.

Qualifications Include:

- Become an active member of HPCC and if married, spouse must also be an active member of HPCC.
- Self-starter with the ability to work hard in a growing church.
- A team player able to work with all personality types. Find fulfillment working behind the scenes and assisting your leaders be successful.
- Possess great listening skills, high emotional intelligence, and keen self-awareness.
- Previous experience in a office support role and assisting senior leadership.
- Proficiency typing/word processing and using Internet applications.
- Willingness to learn church software/programs as needed
- Advanced knowledge of Mac computer and Microsoft Office applications.
- Demonstrated professionalism in sound judgment and ethical focus and maintaining the highest levels of confidentiality regarding church and staff information.
- Ability to problem solve when several variables are involved by defining problems, data collection, establishing facts, drawing valid conclusions, and recommending sound resolution.
- An expectation of excellence in communicating both written and verbal, in a concise, accurate, and professional manner - staff, congregation, vendors, etc.
- Possess a friendly and considerate personality.
- Proficiency with basic accounting and financial principles, record-keeping, and reports would be helpful in this staff role.

Personal

- Maintain a consistent, personal devotional life with Jesus Christ
- Maintain a wholesome family life through time, priority, and commitment.
- Be involved in the regular study of God's Word and any extra-Biblical literature that will advance knowledge of the Scriptures.