



**Position Title:** Lone Tree - Ministry Assistant  
**Position Type:** Full Time/Salaried/Ministry Exempt  
**Ministry/Team(s):** Experience Team  
**Reports to:** Lone Tree Location Pastor

***Job Summary:***

The Ministry Assistant plays an essential role in facilitating the administrative needs of their assigned Ministry Teams at the Lone Tree location. This role serves as the primary administrative aid, streamlining all facets of ministry processes to ensure the vision of Journey Church is executed efficiently and effectively.

***Duties & Responsibilities:***

- Collaborates with the Location Pastor to connect and follow up with first-time guests.
- Inputs into database Connect Cards and Prayer Requests on a weekly basis..
- Assists in coordinating Crash Course, Baptism, and other special ministry events.
- Manages onboarding and training for new Serve Team members at the location.
- Handles weekly and monthly scheduling of Ministry Serve Team volunteers.
- Oversees the use of MyCCB platform, ensuring timely and accurate follow-ups.
- Updates and manages the Ministry calendar of events in CCB.
- Handles financial stewardship aspects, event registrations, accounting, and tracking for the ministry.
- Maintains accurate inventory of ministry equipment and supplies, purchasing when necessary.
- Attends monthly staff meetings, Ministry Assistant Team Meetings, and other required gatherings as well as Lone Tree team meetings.
- Assists other ministry assistants with church-wide administrative duties.
- Upholds a consistent prayer routine for the church and its members.
- Performs other duties as assigned.

***Supervisory Responsibilities:***

- None.

***Required Skills & Abilities:***

- Proven time management skills.
- Effective communication and interpersonal abilities.
- Proficiency in Mac OS, Google Docs, and CCB software.

- Ability to multitask and manage multiple projects/tasks.
- Strong organizational skills and attention to detail.

***Education & Experience:***

- A proven track record in an administrative role or similar capacity.
- Familiarity or experience in a ministry or church setting would be beneficial.
- Experience with CCB software or willingness to learn.

***Physical Requirements:***

Standard office setting with occasional activities related to church events or ministry programs.

***Ministerial Requirements:***

- Personal deep love for God and dedication to the church's mission.
- Regularly prays for the church community and exemplifies spiritual vitality.
- Supports and upholds the mission of Journey Church.
- Demonstrates a servant's attitude and dedication to God's calling.

***Signatures - This job description has been approved by:***

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Manager: \_\_\_\_\_ Date: \_\_\_\_\_