



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

Job Summary:

The Ministry Assistant plays an essential role in facilitating the administrative needs of their assigned Ministry Teams at the Parker 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 Parker 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:

- Oversees the Ministry Serve Team volunteers.

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, including the ability to lift and transport supplies as needed. While this is largely an administrative and support role, there may be requirements to stand for extended periods during services or events, and the occasional lifting of materials.
- Due to the set up/tear down nature at the Parker location, lifting 20-30 pounds is possible. Examples of weekly physical work includes: transporting supplies/equipment, lifting water cases, carrying 6ft tables, etc. The school has wheeled carts that are available for Sunday use to assist with these needs.

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: _____