



Position Title: Next Steps Ministry Assistant

Position Type: FT/Salaried/Exempt

Ministry/Team(s): Next Steps Ministry

Reports to: Next Steps Pastor

Purpose of Role:

The Next Steps Ministry Assistant supports the mission of Journey Church through excellent and effective administrative support, utilizing all facets of the ministry processes for the Next Steps Ministry. The Next Steps Ministry team is made up of the Growth Track, Care, and Groups Ministry teams.

Primary Tasks

- Planning, organizing, and running Baptism and Growth Track events on Sundays.
- Collaborate and assist with administrative needs for the Next Steps Pastor.
- Communicate effectively as a first point of contact representing the Next Steps Pastor.
- Facilitate and coordinate all needs for managing, planning, and follow-up for all ministry programming and events with the Next Steps Pastor.
- Streamline all facets of ministry administrative processes.

Duties & Responsibilities:

- Executes their role based at the Castle Pines location, on a Sunday to Thursday work week, with flexibility as different ministry calendar events occur throughout the year.
- Assists, identifies, trains, develops, and follows up with ministry Serve Team members as directed by the Next Steps Pastor.
- Manages all aspects of the Planning Center database software platform for Next Steps Pastor to ensure follow-up is happening with every person.
- Assists with all aspects of financial stewardship, accounting, event registrations, & tracking for each ministry budget assigned by the Next Steps Pastor.
- Supports and collaborates with the Next Steps Team as assigned by the Next Steps Pastor.
- Communicates, collaborates, and steps in to help with other staff regarding all Ministry/Church activities, special Sundays and holidays, or when requested.
- Attends monthly All-Staff meetings, Ministry Assistant Team Meetings, and other meetings as requested by the Next Steps Pastor.
- Assists Ministry Assistant Team with church-wide administrative duties as assigned.
- Prays regularly for the church and its people, and models spiritual vitality and accountability.
- All other duties as assigned as needs arise.

Supervisory Responsibilities:

- While the Next Steps Ministry Assistant does not directly manage other staff members, they hold a leadership role in recruiting, training, and coordinating volunteer Serve Team members for the ministry area for the Next Steps Pastor.

Requested Skills & Abilities:

- Team player who has excellent written and verbal interpersonal communication skills, and is detail-oriented. This job has both front-facing and behind-the-scenes responsibilities.
- Proven track record of effective time management.
- Comfortable and friendly demeanor when contacting people over the phone and in person.
- Proficiency in Mac OS and Google Suite. Ability to learn and use Journey's Planning Center database software.
- Proficiency in problem-solving and the ability to handle multiple projects/tasks effectively.
- Strong written, verbal, and interpersonal communication skills.
- Robust organizational skills with a mission-driven approach.

Education & Experience:

- Prior experience in administrative roles, preferably within a church or similar setting.
- Demonstrated history of effective time management and organizational skills.

Physical Requirements:

- Prolonged periods of sitting, using computers, and communicating over the phone.
- Requires mobility for events, meetings, and services.

Ministerial Requirements:

- Personal Love for God and Love for People.
- Work ethic that is excellent, protective of the church and frugal with time and money.
- Attitude of a servant, enjoyable to be with and devoted to the call of God and the church.
- Supports the mission of Journey Church by being an active member and attender.

Signatures - This job description has been approved by:

Employee: _____ Date: _____

Manager: _____ Date: _____