

Position Title: Parker Ministry Assistant
Position Type: FT/Salaried/Exempt
Ministry/Team(s): Parker Location
Reports to: Parker Location Pastor



Purpose of Role:

The Ministry Assistant plays an essential role in facilitating the administrative needs of the 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.

Primary Tasks:

- Preparing for Sunday morning services by scheduling Welcome Serve Team
- Provides leadership and recruits to grow the Sunday Welcome Serve Team
- Follow-up & provide next steps for First-time Guest on Sunday mornings
- Administrative support to the Parker Location Pastor and team

General Responsibilities:

- Help ensure guests and attendees are cared for, followed up with, and connected to meaningful next steps such as Growth Track, Baptism, Serve Teams, Groups, and other opportunities to grow.
- Manages onboarding and training for new Serve Team members at the location.
- Handles weekly and monthly scheduling of Ministry Serve Team volunteers
- Maintain a visible and relational presence on Sundays, supporting Serve Team leaders, connecting with guests and serve team members by creating welcoming, organized, and prepared environments.
- Help manage the Planning Center database, systems, calendars, communication, registrations, scheduling, and administrative needs of the Parker location.
- Provide administrative support to the Parker Location Pastor and help improve systems as the location grows.
- Work collaboratively with the Parker Staff Team, Ministry Assistant Team, and other Journey Church staff.
- Communicates, collaborates and steps in to help with other staff regarding all Ministry/Church activities, special Sundays and holidays or when requested
- Attends monthly Staff meetings, Ministry Assistant Team Meetings and other meetings as requested by the Location Pastor. Assists Ministry Assistant Team with church wide administrative duties as assigned.
- Ensures accurate and timely input of attendance for the Parker location attendance.

- Handles financial stewardship aspects, event registrations, accounting, tracking for the ministry and assisting the Location Pastor with the budget.
- Prays regularly for the church and its people, and models spiritual vitality and accountability
- Performs other duties as assigned.

Supervisory Responsibilities:

- Oversees Serve Team leaders and members as needed.

Education & Experience Requested:

- Proven track record of effective time management
- Comfortable and friendly demeanor when contacting people (over the phone and in-person)
- Team player who has excellent written and verbal communications skills
- Proficiency in Mac OS, Google Docs and Sheets, and ability to learn and use Planning Center database software
- Proficiency in problem-solving and the ability to handle multiple projects/tasks effectively with strong organizational skills
- Work ethic that is excellent, protective and frugal with time and money

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 light material.

Possess and exhibit the following core values in their daily lives:

- Personal deep love for God and dedication to the church's mission.
- Regularly prays for the church community and exemplifies spiritual vitality.
- Love for God and Love for People
- Attitude of a servant, enjoyable to be with and devoted to the call of God and the church

Signatures - This job description has been approved by:

Supervisor: _____ Date: _____

Operations: _____ Date: _____

Signature - This job description has been ACCEPTED by:

Candidate: _____ Date: _____