



POSITION PROFILE: FAMILY MINISTRIES ASSISTANT

Updated August 2022

Classification: Administrative Staff; Full Time

The primary function of the Family Ministries Assistant is to provide administrative support to the Pastor of Children & Families, Pastor of Youth & Families, and the Director of Worship, in keeping with Grace's vision and culture as set by the Elders.

The Family Ministries Assistant reports to the Director of Staff & Ministries and receives assignments from the Pastor of Children & Families, Pastor of Youth & Families, and the Director of Worship.

The Family Ministries Assistant will work primarily in the church office Monday through Thursday, and Sunday morning during church programming, and as needed due to occasional evening or weekend activities, within the scope of the full time classification.

Personal Qualities Needed

- Excellent communication skills
- Mature, tactful, and able to handle personal information in a confidential manner
- Team player
- Highly motivated
- Flexible
- Servant's heart

Skills

- Experience in a professional office environment is preferred
- Proficiency with and/or capacity to learn the church's computer software and hardware
- Ability to master the check-ins software and hardware, and troubleshoot as necessary
- Able to communicate clearly and proactively with volunteers and church members
- Demonstrated ability to proofread well
- Organized
- Ability to handle multiple projects at one time

Responsibilities

The following list of responsibilities is not exhaustive. Other office, administrative, and ministry tasks may be required, as needed.

- Provide administrative support to the Pastor of Children & Families, Pastor of Youth & Families, and the Director of Worship.

- Attend weekly staff meeting with the church staff.
- Attend regular planning meetings with ministry staff.
- Communicate with parents of children, students and ministry volunteers as directed.
- Purchase, distribute, and manage the stock of ministry supplies.
- Prepare and maintain classrooms and ministry spaces for regular and periodic ministry events.
- Assist in the preparation and implementation of ministry events and activities.
- Maintain database information pertaining to the Children, Youth, and Worship ministries activities and participants.
- Collection and distribution of curriculum for ministries.
- Process volunteer applications and order background checks.
- Assist with greeting visitors to the office and answering telephone calls as needed.