

Updated Feb 2021
New Horizon Christian Church
Ministry Assistant Job Description And Employment Agreement

POSITION: Ministry Assistant

Purpose of Position: The Ministry Assistant's primary purpose is to provide ministerial support to the pastors, elders, ministry leaders and wider church family of NHCC. The ministry assistant will support NHCC's statement of beliefs in all tasks accomplished.

Supervision: The Ministry Assistant serves under the supervision of the Senior Pastor for accountability, support, and communication of job responsibilities.

Responsibilities:

General Office Duties:

- Greet those that come into the office, answer their questions, give needed assistance or refer them to the proper staff or ministry leader.
- Acts as the church office manager answering phone calls, scheduling appointments, and directing guests throughout the church.
- Perform needed copying, mailing, and filing as directed. Mail must be picked up at Heyworth Post office before each workday.
- Responsible for the reading, researching, and routing of correspondence via email, text or other to appropriate staff or ministry leader(s) or as directed.
- Handle confidential information in a proper and secure manner.

Completed Weekly:

- Prepare Sunday's order of service in presentation software and report song selections to CCLI.
- Prepare chord charts of selected songs for the worship leader.
- Manage the church's weekly email and prayer request email and other periodic publicity.
- Keep track of borrowed church equipment and building use requests
- Keep records of all building maintenance requests (e.g. repair or cleaning) and work with the janitor and building maintenance team to monitor the upkeep of the building.
- Arrive at NHCC 30 minutes prior to the first meeting (Sunday School or Worship) each Sunday morning to prepare for services and assist any volunteers in getting ready for our Worship Gathering.
- Collect the weekly tithes and count after church with another approved witness.
- Provide clerical support to all staff and ministry leaders.
- Work with pastors and staff to care for the ministerial needs of the church family.
- Record a journal of daily tasks completed.

As needed (to be shared with other office staff if applicable):

- Maintain and update OneChurch database of mailing lists, membership status and ministry groups.
- Assist pastors with wedding and baptismal information and preparation.
- Keep accurate membership records (new members, baptisms, weddings, funerals, etc.).
- Keep office files current.
- Organization and maintenance of the online church calendar.
- Ordering and maintenance of office supplies and equipment.
- Maintenance and organization of the main office.
- Maintain bulletin board and welcome center communications.
- Help manage the responsibilities of NHCC meals ministry.
- Perform other necessary tasks as assigned.
-

Updated Feb 2021
New Horizon Christian Church
Ministry Assistant Job Description And Employment Agreement

Other General Expectations:

- Should always exhibit professionalism, integrity, teachability and give extreme attention to detail.
- Should be ever conscious of the need for confidentiality.
- Should exercise discernment and wise judgement.
- Should be a self-starter, gifted in multitasking and prioritization.
- Should possess strong administrative skills and the ability to work independently of supervision.
- Should work well with others as this position includes working with pastors and other staff.
- Should exhibit hospitality and have a welcoming presence.
- Should regularly attend public worship at NHCC and actively volunteer in at least one ministry area.
- Should subscribe to and affirm the Statement of Faith and Covenant of NHCC.
- Must remain a covenant member in good standing at NHCC.

Required knowledge and skills:

- Must be a high school graduate and work-related experience is preferred.
- Must display strong verbal and written communication skills.
- Must possess strong organizational skills.
- Must be proficient in the use of standard office tools (copy machine, computer, etc.).
- Must possess technological abilities and be proficient in Microsoft Office (Word, Excel, PowerPoint, Publisher, etc.) and Google Suite (Docs, Sheets, Slides, Forms, etc.).
- Must be willing to learn software and systems necessary supporting all ministries at NHCC

Hours:

Total hours to be compensated for will be 10. Days and hours will be agreed upon with the rest of the church staff. A daily time sheet will be kept online for payment.

Altering hours requires approval by the Senior Pastor.

- Responsibilities defined as “General Office Duties” would not be completed outside of defined hours.
- “Completed Weekly” and “As Needed” responsibilities can be completed outside of defined hours as approved.

Compensation:

- The Ministry Assistant will be compensated \$12 per hour, bi-weekly.
- One week paid vacation based on reasonable notice.

Duration:

- This position will begin with a 6-month probationary period.
- It may be terminated at any time by either party giving the other a written notice 30 days in advance of the termination date.

Senior Pastor Signature/Date

Elder Signature/Date

Ministry Assistant Signature/Date