

**Position Description:** Ministry Assistant

**Primary Reporting:** Counseling Pastor

**Secondary Reporting:** Operations Director

**Location:** Bremerton, Washington

**Position Summary:**

The purpose of the position of Ministry Assistant is to provide administrative and support duties to a particular ministry, which requires a broad knowledge of the office functions and church policies and procedures. They will be under the immediate supervision of the Counseling Pastor, but directly accessible by the Operations Director.

**Working Relationships:**

- This position is accountable to the Counseling Pastor.
- This position will maintain a courteous attitude and congenial spirit toward other church staff.
- This person will be expected to be a team player.

**Responsibilities:**

- Contribute to the spirit of Biblical unity amongst the church staff and ministry leaders.
- Have a working knowledge of all office machines, operating them when necessary.
- Work in cooperation with the media staff to maintain a consistent visual image across all church ministries.
- Keep open lines of communication with office and pastoral staff.
- Available to assist Pastoral Assistant as needed.
- Correspond with Senior ministry on a regular basis.
- Coordinate Senior breakfasts and events, such as Senior Luncheon (December).
- Assist in visiting Seniors, helping them as needed.

**Measurability:**

- Perform all components of the job description.
- This position is accountable to the Counseling Pastor (1<sup>st</sup>) and to the Operations Director (2<sup>nd</sup>). This accountability is maintained through regular personal consultations with the Counseling Pastor and his Pastor Assistant.

**Qualifications:**

- Demonstrate a sense of mission in his / her commitment to Jesus Christ, to people and to professionalism.
- Possess a broad knowledge of office functions and church policies and procedures.
- Possess the ability to organize, analyze, prioritize and execute tasks in a timely manner.
- Possess the ability to operate all office machines, take and transcribe dictation and type proficiently.
- Demonstrate professionalism through his / her appearance, attitude and allegiance.
- Familiar with general computer skills. Able to operate Microsoft Office (Word, Excel, Powerpoint, Publisher), Servant Keeper (will train) and general data base entry.
- Excellent interpersonal and communication skills.
- Be a team player.
- Able to work independently, initiate and prioritize workload.
- Member of Silverdale Baptist Church.

**Status:** Volunteer