

# Ministry Assistant Job Description

Grace Church, Smyrna, TN  
1004 Hazelwood Dr. Smyrna, TN 37167

**Job Title:** Administration Assistant

**Reports to:** Lead Pastor

**Position Status:** Part Time Salary (Approximately 10-12 hours per week)

**Purpose:** The purpose of this position, which is viewed as a ministry, is to support Elders, Deacons and staff at Grace Church.

## Job Responsibilities and Duties

1. Prepare attractive and inviting bulletins for Sunday and other worship services; copy Children's Ministry bulletins. (weekly)
2. Prepare and Send out attractive and inviting Weekly E-Newsletter (weekly)
3. Serve as the Central Point for Communication (Social Media, Newsletters, Bulletins, etc).
4. Maintain Member, Regular Attender and Guest Database (Planning Center)
5. Gather, distribute and maintain guest information as it becomes available.
6. Correspondence and administrative support for Elders and Deacons as needed.
7. Office Support as needed for Church Activities and Gatherings.
8. Coordinate Access to Church Building and Maintain a church calendar for events.
9. Assist with other church related tasks and special events as needed.
10. Participation in Staff & Leadership meetings as needed.

## Job Skills and Requirements

1. Be a member in good standing at Grace Church and actively involved.
2. Cordial and professional conduct and excellent interpersonal skills.
3. A commitment to confidentiality of personal information of the congregation and staff.
4. Ability to organize and administer information.
5. Ability to follow through on tasks with excellence and precision.
6. Knowledge of or willing to learn computer hardware and software, including use of Google Suite, Canva Design Suite or similar and church management software such as Planning Center.
7. Comfortable and competent with Social Media platforms such as Instagram & Facebook.
8. Weekly schedule is flexible for this position, but timely attendance to varying activities is required.

The Administrative Assistant works directly under the Lead Pastor and receives an annual performance evaluation submitted to Elders and HR Team. Compensation is reviewed annually.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as outlined above, and that if I have any questions concerning what is expected of me, I will speak with my immediate supervisor identified above.

\_\_\_\_\_  
Employee Name

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Date