



## Position Description

**Position Title:** Ministry Assistant

The Ministry Assistant role is a part-time position of 24 -30 hours per week serving in two primary ways: Lead Receptionist in the church office and providing ministry support for the pastoral staff and church ministries. Occasional weekend work will be required.

**Reports to:** Lead Pastor

**Responsibilities include:**

- Receptionist
  - Answering the office phone
  - Receiving walk-in traffic in the church office
  - Responding to general church email
  - Managing church paper mail
  - Order supplies and manage supply inventory
- Ministry Support
  - Working with the pastoral staff to schedule meetings and prepare for events
  - Lead in coordinating events and projects such as funerals, special events, and other initiatives.
  - Provide general office support for church ministries such as seniors ministry, men's and women's ministries, pre-school ministries, Forcey Christian School, etc.

**Physical Demands and Work Environment**

- Ability to regularly move around the facility accessing classrooms, offices and storage areas
- Ability to move materials and light office equipment

**Minimum Qualifications**

- Clear personal testimony of faith in Christ for salvation
- Full agreement with Forcey Bible Church Articles of Faith, mission, and teaching
- Member in good standing at Forcey Bible Church, or willingness to become a member
- Strong interpersonal and communication skills consistent with Christian character
- Experience as Administrative or Ministry Assistant and/or in general office work
- Proficiency in Microsoft Office and other general office software
- Willingness and ability to learn new software applications
- Ability and commitment to exercise appropriate discretion and confidentiality
- Willingness to undergo a thorough background and motor vehicle record check