

Position Title: Executive Ministry Assistant

The Executive Ministry Assistant (EMA) will be a full-time employee who helps the Forcey pastoral team execute the church's mission through administrative support, project management, and coordinating communication. He or she will be able to effectively mobilize individuals and teams to fulfill ministry needs. The EMA will be a winsome and motivated individual who excels in organization, attention to detail, problem solving, and multi-tasking. The EMA will report to the Lead Pastor. Occasional weekend or evening work will be required.

Reports to: Lead Pastor

Compensation: Competitive salary and benefits

Essential Functions:

Administrative Support

- Provide administrative support to the Lead Pastor (including scheduling, communications, purchasing, researching, etc.) and the rest of the pastoral team as needed.
- Provide general office support for church ministries.
- Oversee upkeep of the church office.
- Fulfill basic receptionist roles, such as managing phones, email, paper mail, visitors, and maintaining inventory supply.

Project Management

- Lead in coordinating events such as ministry workshops, funerals, special events, and other initiatives identified by the pastoral staff.
- Recruit from among the church body to fill various project roles.
- Oversee the church calendar, and manage facility requests, working closely with other staff.

Communications Coordination

- Oversee preparation of the weekly bulletin, newsletters, and other publications.
- Oversee maintenance and updating of the church website.
- Manage the message on LED street sign, interior bulletin boards, and other signage.
- Initiate collaboration with church staff and ministry leaders to develop effective communication and cross-promotion of ministry events and initiatives.

Physical Demands and Work Environment

- Ability to regularly move around the church office.
- Ability to move materials and light office equipment.

Minimum Qualifications

- Clear personal testimony of faith in Christ for salvation.
- Spiritually mature, disarming, discerning believer in a vital, growing relationship with Christ. A humble heart for ministry with a strong sense of calling to the local church.
- Fully aligned with the mission, vision, values, and beliefs of Forcey articulated in our Articles of Faith.
- Member in good standing at Forcey Bible Church, or willingness to become a member.
- Strong interpersonal and communication skills consistent with Christian character.
- Emotional maturity and commitment to exercise discretion and confidentiality.
- Experience in administrative and ministry service preferred.
- Willingness to undergo a thorough background and motor vehicle record check.

Skill Required

- Technical proficiency: Microsoft Office and other general office software, and able to efficiently navigate the internet in order to find resources, best deals, travel logistics, etc. Willingness and ability to learn new software applications.
- Writing and reporting skills: Proficient grammar and spelling skills and ability to summarize communications.
- Project Management: Able to establish and maintain routine while undertaking new initiatives. The EMA will manage several projects simultaneously.
- Communication skills: Winsome and disarming demeanor, ability to say “no” with empathy and resolve.
- Discernment: Exercising good spiritual discretion and protecting confidentiality
- Organization: Manage time, tasks, resources, and space to achieve priorities with maximum effectiveness.