



## ***Communications, Worship & Adult Min Administrative Assistant*** **JOB DESCRIPTION**

<b>Title:</b>	Communications, Worship & Adult Min Administrative Assistant
<b>Hours:</b>	20 hours per week
<b>Reporting Line:</b>	David Wells & Weston Oxley
<b>Co-Supervises:</b>	Administrative Support Team
<b>Compensation:</b>	<i>Commensurate with Experience</i>

### **General Description**

This person serves as an administrative support to the Director of Worship & Communications and Adult Ministries Pastor of Bethel Baptist Church. All ministry and support staff are accountable to the Senior Pastor as delegated by the Board of Elders. He/She is expected to contribute to the team spirit of the staff through fellowship, encouragement, cooperation, prayer support and other appropriate ways, as he/she serves Jesus Christ and the church.

### **General Expectations**

- Loves Jesus, His church, and our local Bethel family
- Spends regular quality time in prayer and Bible Study
- Is engaged in consistent memorization and application of scripture
- Is involved in personal discipleship, either one-on-one or in a small group context
- Purpose to attend one of the weekend services in addition to regular personal Bible Study
- Has a love and heart for Bethel Baptist Church and a desire to serve and lead others, and a commitment to serve with others
- Must be teachable and willing to submit to the God-appointed leadership
- Support and further the vision of Bethel leadership and the Staff
- Participate in weekly staff meetings
- Participate in periodic and annual personnel evaluation

This person should have experience in an office setting with procedures and systems and possess administrative skill and savvy. The person needs to be high-energy, teachable, flexible, a self-starter, project-oriented, knowledgeable of computers/desktop publishing, effective with interpersonal communication skills, organized and capable of handling multiple tasks at once. This person needs to work well with a variety of people, be able to delegate and be flexible. This person must be mature, able to make independent decisions, maintain confidentiality and work well with deadlines under pressure. Along with excellent and accurate computer skills, this person must have keen attention to detail management.

## Character Qualities Essential For This Position

1. Faith: Confidence that doing the right thing will bring about the best results.
2. Creativity: Approaching a difficult need, task, or idea with ingenuity.
3. Enthusiasm: Taking on each given task with an eager spirit and attitude.
4. Sincerity: Genuinely doing what is right with transparent motives.
5. Dependability: Remaining steadfast and consistent to the agreed upon objectives.
6. Decisiveness: Recognize key factors, make decisions, and resolve difficult situations.
7. Loyalty: Using difficult times to demonstrate dependability to those served

## General Responsibilities

- Provide general administrative support to the Director of Worship & Communications and Adult Ministries Pastor of Bethel Baptist Church (prepare correspondence, filing, detailed project management, special event detailing, research, assist ministry teams, update church records, order and restock office supplies).
- Answer and screen incoming phone calls, ascertaining the caller's purpose, and making appropriate response and suggestions to requests.
- Cheerfully greet and assist all those who visit the church office with needs or questions.
- Provide point leadership in coordinating, producing, printing and distributing "Connections" monthly church newsletter. Coordinate writers, editors & photographers.
- Oversee all churchwide communications including "The Loop", the church bulletin, sermon powerpoint, "Special Edition" newsletter and all churchwide communication and promotional material.
- Provide Project leadership and coordination support for major ministry events (Christmas Eve services, Easter, Fall Kick-Off)
- Pursue Desktop Publishing & InDesign training to enhance the quality of documents, brochures, pamphlets and postcards.
- Other duties as assigned by the Director of Worship & Communications and Adult Ministries Pastor.