

## **Administrative Assistant – Discipleship Ministry**

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FLSA Status: **Non-Exempt, Full-Time or Part-Time (30 hours a week)**  
Schedule: **Monday - Friday**  
Reports to: **Discipleship Minister**  
Direct Reports: **None**

### **Job Summary**

The Administrative Assistant for Discipleship Ministry works alongside the Adult Discipleship team to help fulfill and ensure the overall support needs of this ministry team are accomplished. This role will primarily focus on ensuring the overall support needs are achieved for Small Group Ministry, Midweek, and Leadership Development.

### **Relational Expectations**

- Cultivates a positive outlook on life and maintains a spirit of gratitude.
- Influences others for the church's best interests.
- Displays a servant's heart, with the accompanying attitude and cooperation, within all departments of the church.
- Professional in communication, timeliness, appearance, attention to detail, and follow-through.
- Maintains confidentiality
- Faithful in making disciples

### **Essential Functions**

- E-Space, primarily but not limited to,
  - Create, review, update, and remind any calendar and event space reservations
  - Follow up and provide clarity to any scheduling event and set up needs to the Operations team
- Touchpoint, primarily but not limited to,
  - Ensure proper input, and maintenance of any Small Group, Community Group, Midweek, and Leadership Development data into Touchpoint
  - Ensure proper and accurate attendance input and maintenance
    - guest reports
    - attendance reports
    - any requested reports
  - Ensure proper maintenance of data as it relates to members and Discipleship ministries
  - Provide user support for Discipleship Leaders who have access to Touchpoint
- Data Reports
  - Ensure accurate input and reporting are achieved for weekly reports

- Church Attendance
  - Discipleship Team Weekly and Monthly Report
  - Any requested report for Small Groups, Midweek, or Leadership Development
- Member Needs / Request
  - Ensure all church members who have a Discipleship Ministry need, request, or question, are communicated with appropriate Discipleship team members and provide follow-up and reminders as needed so that members are served accurately and as quickly as possible.
- Communication
  - Ensure all necessary communications with the Communication Department have been submitted in a timely fashion and through the correct process.
  - Ensure all necessary text and email communications are reviewed, edited, and sent in a timely fashion.

## **Qualifications and Skills**

- Passion to serve on church staff and to support and invest in the ministry of the church
- Education: College degree preferred
- Administrative assistant or related experience preferred
- Skills: computer proficiency, organization, communication, ability to multi-task, proactive thinking
- Ability to develop new skills and improve existing processes for efficiency
- Proficient with Word, Excel, email, and the ability to learn and utilize the church's web-based software programs (Touch Point, eSPACE, Paycom, Divvy, etc.)
- Ability to follow up with members and assist with any church-related request
- Timely with work and work hours

## **Work Conditions**

- Sitting or standing for extended periods of time
- Dexterity of hand and fingers to operate a computer keyboard, mouse, and to handle other computer components.
- Communication skills using the spoken word
- Ability to see and hear within normal parameters
- Physical demands of office work, event set ups, and activity prep for high traffic times of Sundays, Wednesday nights, and special events
- Physical ability to lift at least 25 lbs.
- Ability to work under stress during peak workload periods

## **Employee Acknowledgment**

I acknowledge that I have read this job description, and I can/will perform all my job duties and responsibilities as listed in this job description. This job description reflects the church's assignment of essential functions and responsibilities. Nothing in this job description restricts the church's right

to assign or reassign duties and responsibilities to this job at any time. I understand the church reserves the right to revise this job description at any time.

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Employee Signature

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Date