

Ministry Assistant Job Description
First Presbyterian Church Fort Worth



Position:	Ministry Assistant	Reports To:	Senior Director, Engagement & Programs
FLSA Status:	Ministerial exception; hourly	Schedule:	Full-time (Monday – Friday, 8:00 a.m. – 5 p.m.)
Location: Community Crossroads Outreach Center, 1516 Hemphill St., Fort Worth, TX 76104			

To apply, email resume to HR@fpcfww.org

Opportunity:

We’re seeking an administrative professional with intermediate Microsoft Office experience, clear boundaries, and demonstrated self-initiative. This Monday – Friday, 8:00 a.m. – 5:00 p.m. role provides continuous front desk coverage, supports First Pres missions, and requires effective collaboration with diverse individuals, including clergy, staff, volunteers, and people experiencing homelessness. This position is officed within First Pres’ community outreach center, Community Crossroads.

Contributions Defining Impact:

The essential functions listed are representative of those required to successfully perform the job.

- Maintain a constant presence at the welcome desk, serving as the primary point of contact for phone calls, guest arrivals, and building access
- Accept deliveries from suppliers and route items to various departments
- Provide administrative assistance to church leadership, clergy, staff, committees, and various ministry teams
- Produce documents and communications forms for worship services, special events, meetings, newsletter, and as needed
- Ensure efficient workflow, serve as a resource, and support the ministries of the church
- Welcome visitors, members and volunteers in a warm and friendly manner. Address inquiries, provide necessary information, and offer guidance as needed
- Maintain and update church databases, including membership and volunteer records, attendance, and contact information for effective outreach and communication
- Administer purchasing goods in support of outreach ministries; manage inventory
- Assist in planning and coordinating church events, meetings, and activities with church members, volunteers, and staff
- Maintain the church office and ensure it operates efficiently
- Perform all duties consistent with First Presbyterian Church Fort Worth and the Presbyterian Church (U.S.A.)’s theological beliefs and standards and participate in the Great Ends of the church (*Book of Order* in F-1.0304*)
- Contribute to the overall success of the Church and the ministries by performing additional duties as assigned

Essential Requirements:

Education & Experience

- High school education or equivalent is required, with some college preferred
- Must have a minimum of three (3) years of administrative assistant experience, preferably within a church or volunteer environment
- Intermediate Proficiency in Microsoft Office is required

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- Bilingual in English and Spanish, with the ability to demonstrate fluency in both languages, is highly preferred
- Experience in ShelbyNext and Better Impact are preferred
- Understanding of, or willingness to learn about, the Presbyterian Church (U.S.A.), including basic principles, beliefs, governance, operations, mission, and practices
- Experience in church life, regardless of denomination, is desirable

Knowledge, Skills & Abilities

- Proficient in Microsoft Excel, Outlook, and Word, including creating spreadsheets and using basic formulas in Excel, as well as preparing documents, templates, labels, and performing mail merges in Word
- Demonstrate self-initiative, proactively identifying tasks, anticipating needs, and taking appropriate action with minimal supervision
- Exercise sound judgement and discretion when handling confidential or sensitive information
- Maintain composure in a dynamic environment with competing priorities, background noise, and unexpected situations; able to meet deadlines under pressure
- Provide excellent oral and written communication in English (and preferably Spanish), customer service, and audience-appropriate messaging
- Ability to engage in problem resolution, assess the situation objectively, and potentially manage unexpected situations with composure
- Resourcefulness and adaptability in a dynamic environment with excellent time management
- Exhibit compassion and professionalism while upholding established policies, safety protocols, and security awareness for people and property
- Collaborate effectively with key stakeholders, departments, volunteers, and ministries across the church
- Must be legally authorized to work in the US without sponsorship (currently or in the future)

Physical Requirements:

The physical demands reflect requirements to successfully perform the essential job functions. Reasonable accommodations may be provided for qualified individuals with disabilities.

- Punctual and daily onsite attendance is required to ensure clergy, members, staff, and committees receive necessary support. Occasional overtime or event participation may be required
- This position requires extended periods of sitting at a desk while working on a computer, answering phones, and performing administrative tasks
- Intermittent movement throughout the buildings and properties and ability to periodically stoop, kneel, bend, crouch, twist, squat, push/pull, and move up to 30 pounds regularly. Digital dexterity and ability to reach are required to assemble, retrieve, and replace things
- This position must be able to gather and organize information and close visual acuity is required to perform activities, such as reading, preparing and analyzing data, proofreading, general hazard identification, counting, and overall assessment of environment
- Must hear with aid, effectively converse with stakeholders, and respond quickly to sounds or emergency situations in potentially noisy environments
- Must adapt to workplace stressors such as complaints, emergent situations, loud noises, or competing priorities
- Must understand direction, adhere to, and apply process protocols timely

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Team:

At First Pres, we foster a diverse team united by empathy, authenticity, and collaboration. Our workplace promotes growth and mutual support, guided by our core values: humble service, intentional unity, transformational relationships, and radical hospitality.

As an equal opportunity employer, we welcome all qualified candidates eligible to work in the United States; however, we are not able to sponsor visas.

Benefits for You:

Pay is determined by previous qualifications, market data, and internal equity and begins at **\$21.00**, paid on a semi-monthly basis.

Full-time employees are immediately eligible to participate in our robust benefits package on day 1! Our comprehensive benefits package includes:

- 100% employer-paid individual health coverage
- 100% employer-paid life, AD&D, and long-term disability insurance
- Immediate 100% retirement match, up to 6% of your earnings, with no vesting period
- Optional employee-paid benefits include family health coverage, dental, vision, and temporary disability

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By signing below, I acknowledge that I have received and reviewed this job description, understand the requirements and expectations of this position, and can perform the essential functions described. I understand this job description does not constitute an employment contract and may be subject to change without notice.

Employee	Employee Signature	Date

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