



JOB TITLE	Ministry Assistant
REPORTS TO	Operations Manager
DIRECTION OF OTHERS	NA
REVISED DATE	April 2025

GENERAL SUMMARY

Under the direction of the Operations Manager, the Ministry Assistant will provide administrative support, coordination and scheduling support to the pastoral staff and ministry staff as needed and requested.

ESSENTIAL JOB DUTIES/RESPONSIBILITIES

General Ministry Admin Responsibilities

Assist with the coordination, scheduling and communication of classes and events (EHS, Membership, etc...) Order necessary catering needs; organize materials, communicate room set up etc.

Provide assimilation support by scheduling and creating newcomer events, membership classes, and member interviews.

Maintain administrative calendars for Pastoral Staff (as requested/needed). Coordinate schedules to ensure meetings and other functions do not conflict with existing or planned events.

Manage the weekly/monthly communication tools for various ministry areas within the church (bulletin, brochures, flyers etc.) Communicate and coordinate with the office communication/website administrator to ensure accuracy and timeliness of communication.

Update pastoral team on individuals that are hospitalized and home bound and assist with any coordination/invoicing needed to ensure payment of items purchased for this ministry. (flowers, cards, meals etc....)

Receive, review and verify documents, presentations, communications for accuracy and completeness. Create and print documents as requested by pastoral and ministry staff with timeliness and accuracy.

Work with the Lead Pastor and Church Chair in preparing for monthly Leadership Team meetings (report distribution, material creation, etc.)

Review and prioritize incoming correspondence, telephone calls, email communications and mail. Establish and maintain a variety of office filing and record-keeping systems.

Worship Arts Ministry Responsibilities

Provide administrative support, including composition, preparation, and distribution of routine team correspondence using 'Planning Center.' Prepare presentations, Sunday music and graphics. This includes Sunday morning announcements and/or ProPresenter slide creation and music sheets.

Assist the Worship Pastor and supporting ministry teams in creating a process of connection and information for the Sunday morning experience teams at Lakeview.



Assist Celebrate Recovery with ProPresenter slide creation and curriculum preparation (printing music, etc.) for Thursday nights. Coordinate the weekly CR van schedule.

Next Generation Ministry Responsibilities

Lakeview Kids

Assist with the coordination/scheduling and communication to Lakeview Kids volunteers and families.

Download necessary curriculum and materials for the Lakeview Kids volunteers as required for the ministry year a make available as needed in a timely manner.

Manage attendance sheets on a weekly basis.

Coordinate forms, registration document, payments (if applicable) for ministry events.

Provide increased support/time during the annual Summer Adventure Camp. May include but not limited to: registration, curriculum, supplies, room set-up, snack coordination, communication etc.

Coordinate Ministry Safe requirements for ministry volunteers

Middle School/HS Ministry

Assist with the coordination/scheduling and communication to Middle School/High School ministry volunteers and families.

Download necessary curriculum and materials for volunteers as required for the ministry year.

Manage attendance sheets on a weekly basis using Shelby.

Coordinate forms, registration document, payments (if applicable) for ministry events.

Assist with shopping required for ministry supplies (Sam's Club, Amazon etc....)

Assist with ministry training and resource generation as needed

Coordinate Ministry Safe requirements for ministry volunteers

College Ministry

Assist with young adult ministries as directed and needed.

Perform other related duties, as assigned.

EDUCATIONAL REQUIREMENTS/FAITH REQUIREMENTS

High School diploma or equivalent

Faithful follower of Jesus

EXPERIENCE



Previous administrative experience strongly preferred.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Excellent written and verbal communication skills.

Presents a professional image.

Superior customer service and interpersonal skills.

Fast and accurate keyboarding skills.

Computer knowledge and ability to work within a variety of software programs.

Must be confidential in all business-related matters.

WORK ENVIRONMENT

Church office setting

Requires long periods of sitting

Extensive computer use and typing

COMPENSATION/SCHEDULE

30 hours per week – In office Monday – Thursday. Sunday mornings during service times as needed

Schedule is subject to change to accommodate special events as needed

Pay: TBD

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. This information is subject to change to meet the needs of the church.