LAKEVIEW COVENANT CHURCH
LOVE//FOLLOW//BLESS

Job Title	Ministry Assistant
Reports to	Lead Pastor
Direction of Others	N/A
Created Date	3.21.2024

GENERAL SUMMARY

Under the direction of the Lead Pastor, the Ministry Assistant will provide administrative support, coordination and scheduling support to the Lead Pastor of LCC and additional pastoral staff.

ESSENTIAL JOB DUTIES/RESPONSIBILITIES

- Assist with the coordination, scheduling and communication of classes and events (EHS, Membership, PWP, Assimilation, etc...) Order necessary catering needs; organize materials, room set up etc...
- Maintain administrative calendars for Pastoral Staff (as requested/needed). Coordinating schedules to ensure that meetings and other functions do not conflict with existing or planned events
- Manage/coordinate weekly/monthly communication tools for various ministry areas within the church (bulletin, brochures, flyers etc...)
- Update pastoral team on individuals that are hospitalized and home bound and assist with any coordination/invoicing needed to ensure payment of flowers etc...
- Provide administrative support, including composition, preparation, and distribution of routine correspondence and presentations, Sunday music and graphics.
- Receive, review and verify documents, presentations, communications for accuracy and completeness.
- Review and prioritize incoming correspondence, telephone calls, email communications and mail.
- Establish and maintain a variety of office filing and record-keeping systems.
- Handle sensitive/confidential information
- Perform other related duties, as assigned.

EDUCATION REQUIREMENTS AND PREFERENCES

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.

- Graphic Design Experience (ie. CANVA or similar online platforms)

WORK ENVIRONMENT

Church office setting

Requires long periods of sitting

Extensive computer use and typing

COMPENSATION/TIMELINE

25 hours per week – In office Monday - Thursday

Pay: Negotiable

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.