

Ministry Assistant – Full Time

Job Description

Areas of Ministry Support: Communications, Administration, Church Events
Riverstone Church

Date – March 2026

Purpose of the Job – To support the ministry and mission of Riverstone Church by providing excellent administrative, communication and creative support. This role strengthens the effectiveness of staff and ensures a welcoming and organized experience for the church family and community.

Qualifications

- Has trusted Jesus Christ as Savior and seeks to encourage and minister to others in His name.
- Agrees with the Statement of Faith of Riverstone Church.
- Strong communication skills and can express ideas and concepts clearly.
- Creative eye with the ability to produce visually compelling content.
- Experience with website content management and social media platforms.
- Experience with graphic, video and photo editing design tools (Canva, Photoshop, iMovie, etc.)
- Highly organized, detail-oriented, self-motivated, and able to meet deadlines.

Supervisor – Director of Operations.

Major Areas of Responsibility

Reception/Administrative

- Serve as a warm, professional secondary point of contact for phone calls and office visitors.
- Respond to requests with sensitivity and maintain appropriate confidentiality.
- Collaborate with other ministry assistants as part of the administrative team.
- Provide administrative support to pastors, directors, elders, and ministry leaders.
- Assist with stage and sanctuary décor, design, and implementation for services and events.

Weekly Communication

- Prepare and distribute weekly e-newsletters and announcements.
- Assist with printed Sunday materials, including *The Current*.
- Design graphics, flyers, slide decks, and promotional materials for ministries and events.
- Create sermon and/or special event slides as requested.
- Produce announcement slides for auditorium screens and hallway monitors.
- Post weekly updates and content across church social media platforms.

Monthly and Ongoing Communication

- Design and format the quarterly church newsletter and other publications.
- Coordinate with ministry leaders to promote events and share updates.
- Capture photos and videos during events and services for storytelling and promotion.
- Maintain and update the church website (service times, events, lyrics, sermon uploads, etc.)
- Ensure a consistent, user-friendly online experience across all platforms.
- Create and edit videos for monthly Sunday announcements and special events.

Schedule & Availability

- This is a full-time, on-site position.
- Sunday morning presence is required.
- Occasional evening or weekend hours may be needed for church events, ministry seasons, or special projects.
- Flexibility is expected during peak ministry periods such as Christmas, Easter, and major church events.

Other Duties as Assigned

This job description is not exhaustive and may be adjusted as ministry needs evolve. The Ministry Assistant will perform additional responsibilities as assigned by the Director of Operations or pastoral staff