
Austin Ridge Bible Church, a growing, healthy, multi-site church of 3,000 located in Austin, Texas, is looking to add a ministry assistant to its staff team. Ministry assistants are responsible for coordinating and organizing issues related to the operations of ministries, communicating with staff and congregants, and acting as a resource and assistant to the pastors to whom he/she reports. Each ministry assistant plays a vital role in the accomplishment of ministry.

JOB TITLE: MINISTRY ASSISTANT (Regular Full Time, Non-exempt)

RESPONSIBILITIES

- Help maintain excellent communication between all departments within the church as well as with key members of the congregation
- Maintain calendars and make appointments
- Prepare for pastoral counseling sessions, weddings, funerals, and other special services as needed
- Plan and execute details related to special events, training programs, retreats, and meetings
- Create documents, spreadsheets, and presentations when needed
- Maintain confidential information related to the church, pastors, and congregants
- Maintain and adjust web pages for the ministries served ensuring they are up to date, accurate, and in keeping with standards
- Maintain accurate data related to the ministries served and assist with various database components
- Assist other ministry assistants with special events or tasks as needed or requested
- Attend weekly ministry staff meetings, all staff meetings, and retreats as requested
- Complete other tasks as assigned by supervisor

QUALIFICATIONS

- Experience and enthusiasm for ministering to the church body and a heart to serve
- A minimum of three years professional administrative experience should include significant skills in leadership, organization, and administration
- Ability to work on a team towards specific goals in a mutually edifying and supportive manner
- Ability to work on multiple tasks, be flexible, and work with little supervision
- Strong attention to detail
- Strong communication skills, both verbal and written
- Proficiency in Microsoft Word, Microsoft Outlook, and Microsoft Excel with the ability to learn website updating and database administration
- Commitment to and agreement with the statement of faith of Austin Ridge Bible Church
- It is expected that this person is now or will become an active member of Austin Ridge Bible Church

RELATIONSHIPS

- Under the overall leadership and guidance of the Lead Pastor, Executive Pastor, and elder board
- Reports directly to the ministry pastor or director
- Part of the Austin Ridge Ministry Assistant Team