

JOB DESCRIPTION
ADMINISTRATIVE ASSISTANT
CAMPUS: BATH



Ministry Area: Marriage and Care
Ministry Position: Marriage and Care Administrative Assistant
Time commitment: 25 hours per week, part time non-exempt hourly
Report to: Pastor Robby Neidlinger, Marriage and Care

Position Overview:

As part of the Administrative Assistant Team, this position exists to give support to the Marriage and Care team and its pastor, by executing the tasks and projects necessary for the people of Grace Church and the community, to give and receive care and support. This position reports directly to the Pastor of Marriage and Care with a dotted line reporting to the Marriage and Care Coordinator and Bath Campus Manager.

Essential Job Functions

- **Communication and Care**
 - Assist Marriage and Care Pastor and Coordinator with administrative tasks.
 - Type up weekly prayer requests/connection card assignments.
 - Provide administrative support to Connect Group Leaders and participants.
 - Tracking volunteer assimilation utilizing GraceLink – ex. SHAPE, other...
 - Create and maintain forms, surveys and invites, manage responses.
 - Work with First Impressions/Bookstore to manage inventory of necessary books.
 - Update website with info on groups, resources, events, etc...

- **Pre-Marital and Wedding Support**
 - Accept all calls concerning weddings and premarital mentoring.
 - Be sure couples are communicated with and tracked thru the wedding process.
 - Administer and track each couple thru Prepare and Enrich Assessment.
 - Be sure each couple completes necessary forms.
 - Connect couples to appropriate wedding personnel (ex. coordinator, mentors, musicians, etc...).
 - Coordinate with facilities manager in scheduling rooms for weddings onsite.
 - Work with and develop volunteers for all applicable roles.

- **General**
 - Assist with Marriage and Care events as needed (Funerals, Marriage events, etc...).
 - As part of the office support team, be available to answer phones as needed, work at all-church office tasks, step in to assist another Administrative Assistant as needed.
 - Maintain confidentiality of documents and information as required.
 - Assist with schedule of rooms, facilities, and keep calendar current.
 - Make necessary purchases for ministry needs.
 - Manage expenses (ex. reimbursements, monthly expenses, travel expenses).
 - Make phone calls to volunteers as needed.
 - Utilize GraceLink whenever appropriate to organize Marriage and Care Ministry tasks.

Spiritual Life

- Growing in faith as a believer in Christ (2 Peter 1:5-11).
- Must have a teachable spirit and servant's heart (Philippians 2:1-11).
- Has a vibrant prayer life, as this is the beginning to healthy ministry and job function (1 John 5:14).

General Requirements

- Adhere to and support the vision and philosophy of Grace Church and its leadership, including the Statement of Faith and Staff Creed.
- Has attended or will attend the Discovery Classes of Grace Church within six months of hire date.
- Will care for others by appropriately praying with, consoling, speaking of Christ and/or sharing scripture. Always being concerned about the spiritual welfare of others.
- Possesses organizational and multi-tasking abilities and able to handle stressful situations with self-control and teamwork.
- Possesses a strong work ethic (We are the recipients of the Lord's money).
- Has a heart focused on ministry, not just a job.
- Able to keep confidences and work within a team environment.
- Is proficient and confident in your computer skills that include the programs of Microsoft Office; be willing to learn in-house management systems (Gracelink, WordPress, and Wufoo).
- Has the ability to maintain a high level of accuracy in preparing and entering information developing processes to efficiently get the work finished promptly.
- Strong administrative, communication, planning and interpersonal skills, acute attention to details.
- Be willing to perform other duties as required in a spirit of servitude.

Measured By

- 30-60-90 day Review by the Marriage and Care Pastor.
- Annual Review by the Marriage and Care Pastor.
- Input from staff and volunteers.