**Ministry Assistant Responsibilities**

A Ministry Assistant at Fellowship of the Rockies provides clerical and general assistance

and support to all areas of ministry within the church.

Reports to the Office Manager

* Answer the phone and the door (1st in line)
* Greet all incoming visitors and direct them as needed
* Unlock and lock the doors as needed for events and classes
* General organization and clean-up of office
* Check mail and deliver to staff boxes
* Process Queues
* Print, fold, and stuff weekly bulletins
* Listen to voicemails and return phone calls, as necessary.
* Update Sunday attendance in CCB as needed
* Using Community Cards, create and email the weekly Prayer Requests
* Create and mail weekly prayer cards
* Support of Ministries
* Update groups as people sign up
* Printing material when needed
* Maintain groups on MyFellowship (CCB)
* Gathering
* Prepare Gathering material for attenders
* Update and print books for class
* Input cards from completed class
* Welcome Center counter
* Tidy the Welcome Center and Fireside Room on Thursday for Sunday
* Check and maintain gift bags
* Check supplies and restock as needed
* Coordinate needed Sunday volunteers
* Schedule monthly and send reminder email
* Lost and Found clean up
* Every 3 or 4 months, collect all the lost and found, put out on a table for 2 weeks with a lost and found sign. Anything left gets donated to Goodwill
* Run Background Checks
	+ Update MyFellowship
* Assist with special events and activities
* Take outgoing mail to the post office
* Prepare materials for special programs
* Assist with Benevolence as required
* Bulk mailings – help prepare mailing, fill out paperwork, and take to post office
* Maintain Deceased Loved Ones list, set process queues, and mail one year cards

**Job Requirements Ministry Assistant**

As Ministry Assistant at Fellowship of the Rockies, you will provide clerical and general assistance and support to all areas of ministry within the church.

Employment requirements:

Belief in and acceptance of Jesus Christ as personal savior

Committed to the local church

A person of integrity

Love for people of all ages

Basic computer skills

Excellent interpersonal skills

Flexibility in work routine

Ability to organize information and data

Excellent oral and written communication skills

Discretion in dealing with confidential information

Attend all appropriate team meetings

Fellowship of the Rockies is a non-profit religious organization. Our organization promotes behavior consistent with the Holy Scriptures. Consequently, when joining Fellowship of the Rockies staff, you freely and willingly agree to the standards of behavior outlined in this policy. Violations of these standards are regarded as a serious breach of integrity and could result in discipline, up to and including termination.

* God’s Word teaches us that certain attributes are desired, including love, joy, peace, patience, kindness goodness, faithfulness, gentleness, and self-control (Galatians 5:22–24). These attributes are to be sought, encouraged, and demonstrated in our relationships.
* Scripture further teaches us that certain behaviors should be avoided, including theft, lying, dishonesty, gossip, slander, backbiting, profanity, vulgarity, sexual promiscuity (including adultery, homosexual behavior, and premarital sex), drunkenness, and immodesty of dress.
* We will avoid the use of illegal drugs, abstain from drunkenness, be thoughtful about what we watch and listen to, and above all guard our hearts.
* We also strive to maintain a good relationship with God, disciple our children and seek the salvation of our family and friends. Our intent is to walk circumspectly in the world, be just in our dealings and faithful in our engagements.
* We further engage to watch over one another in brotherly love; to remember each other in prayer; to aid each other in sickness and distress; to cultivate Christian sympathy in feeling and courtesy in speech; to be slow to take offense, but always ready for reconciliation.

Compensation includes an hourly salary to be based on training and experience.

Additional compensation includes sick, vacation, and paid holidays.

The office hours are 9am-5pm Monday through Thursday. The offices are closed on Friday.