



Job Title:	PART TIME MINISTRY ASSISTANT	Position Type:	Full-time up to 40 hrs.
FLSA Status:	Non-exempt	Reports to:	Senior Pastor

Job Description

ROLE AND RESPONSIBILITIES

- Provide general administrative support to Ministerial staff and ministries.
- Answer main office phone and act as receptionist for the office
- Assists in managing existing ministry print and online communication, including but not limited to: brochures, info cards, flyers, VGBC website, Facebook, local monthly activity calendar and newsletter.
- Assist in organizing and arranging for all meetings and events.
- Provide proactive general office management support, including copier/printer troubleshooting and coordinate equipment maintenance.
- Order supplies for office, specific ministries and staff.
- Contact first-time visitors and/or provide weekly letters to first-time visitors from Pastor.
- Serve as point of contact for members with questions and problems.
- Provide Accounts Payable assistance to Financial Ministry Assistant.
- Reserve meeting rooms for regular and special ministry events.
- Assist in the maintenance of Elvanto using information supplied by staff and congregants.

OTHER GENERAL EXPECTATIONS

Is a consistent witness for Jesus Christ; maintains a courteous, Christ-like attitude in dealing with people within and outside of VGBCs; adheres to the Standard of Moral Conduct and Statement of Faith; upholds VGBC's ministry in prayer

Should always exhibit professionalism, demonstrated by conscientious work ethic, teachability, accountability, and pleasant demeanor.

Attend weekly staff meetings.

Answer telephone and greet office visitors.

Exhibit strong teamwork with staff and ministers.

Is a consistent witness for Jesus Christ; maintains a courteous, Christ-like attitude in dealing with people within and outside of VGBC.

Adheres to the tenants of the current versions of the Baptist Faith and Message.

Passionate about the vision and mission of VGBC, and exhibits a desire to service the body of Christ in a behind-the-scenes support role.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Strong computer skills (Microsoft Office Suite, experience with Publisher, Google sheets, and Teams is very helpful).

Strong organizational skills.

Ability to communicate effectively, both written and verbal.

Strong ability to proofread and edit written documents preferred.

Ability to maintain confidentiality.

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. Duties, responsibilities and activities may change at any time with or without notice.

Last Updated By:	Personnel Committee	Date:	May 15, 2014
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