

JOB DESCRIPTION
ADMINISTRATIVE ASSISTANT
CAMPUS: BATH



Ministry Area: Family Ministry - Collective

Ministry Position: Administrative Assistant

Time commitment: 25 hours per week, hourly, non-exempt status

Report to: Josiah Bogue, Resident for Collective Ministry

Purpose

As part of the Collective Team of the Bath Campus, this ministry position is designed to effectively serve the ministries of Grace Church by executing and managing administrative projects and tasks that lead the people of Grace in a growing journey with Christ, by being responsible to give support to the leadership and specific support to the Collective area of Grace Church, Bath Campus. While this position reports directly to the Collective Resident oversight will be given by the Lead Pastor of Family Ministry.

Essential Job Functions

General Responsibilities

- GraceLink
 - Event submission, approval, and updates
 - Tracking attendance for all events
- Finance Work
 - T-accounts
 - Receipt/Credit Card management
 - Budgeting events/managing spending
- Scheduling meetings and managing schedule
 - Communicate our Collective leaders about upcoming meetings
 - Helping the people who reach out find time with Josiah
- Event management
 - Helping oversee all the logistics for our retreats
 - Helping to move forward and oversee the plans for our larger events (Prom, Halloween party, movie nights, etc.)
- Ordering & pickup on supplies
 - Thursday nights
 - Life group/event needs
 - Retreat supplies
 - T shirts and such
- Helping us schedule social media content
 - Following up with people who are supposed to supply content
 - Working with Communications to get them what they need
- All other duties as assigned

Initial here: _____

04.25.2022

Technical

- Is proficient and confident in computer skills which include the programs of Microsoft Office. Excel will be widely used in this position, so an above average knowledge would be beneficial.
- A willingness to learn and become proficient in all in-house management systems and any other programs that will help enhance Grace Church ministries.

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).
- Work as for the Lord (Colossians 3:23).
- Love Christ with a desire to see others love and know Him (Ephesians 3:14-19).
- Has a vibrant prayer life, as this is the beginning to healthy ministry and job function (1 John 5:14).

Expectations

- Faithful and committed attendee of Grace Church, Bath Campus.
- Adheres to and support the vision and philosophy of Grace Church and its leadership, including the Statement of Faith, Grace Values, and Staff Creed.
- Has completed or is in the process of completing Discovery within six months of hire.
- 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.
- Handles confidential matters and material with integrity and humbleness within a team environment. Requires an intuitive understanding of sensitive ministry information. Communicates information to pastoral staff as appropriate.
- Possesses a strong work ethic (We are the recipients of the Lord's money).
- Has a heart focused on ministry, not just a job.
- Is proficient and confident in your computer skills that include the programs of Microsoft Office; being willing to learn in-house management systems. Experience in WordPress is a plus.
- Has the ability to maintain a high level of accuracy in preparing and entering information developing processes to efficiently get the work finished promptly.
- Is willing to perform other duties as required in a spirit of servitude.
- Has the ability to maintain a high level of accuracy in preparing and entering information and developing processes to efficiently get the work finished promptly.
- Strive for excellence, not perfection.
- An eagerness to initiate or respond personally to the needs and questions of others connecting them to the ministry of Grace Church.
- A willingness to be part of the overall Grace staff team being flexible as assignments and/or weekly needs arise.
- Is dependable, thoughtful, and trustworthy.
- Has a professional, yet personal approach to ministry.

Measured By

- A 30/60/90 day review by the Lead Pastor of Family Ministry.
- Annual Review by the Lead Pastor of Family Ministry.
- Input from staff and volunteers.