

Job Title: Administrative Assistant to Ministries

Classification: Part-Time / Non-exempt

Department: Ministries

Reports to: Executive Pastor of Ministries and Pastor of Groups & Outreach

Locations: San Jose Campus

Created 11/12/24

I. General

The Administrative Assistant to Ministries reports to the Executive Pastor of Ministries and the Pastor of Groups and Outreach. The position provides administrative support to the Executive Pastor of Ministries and the Pastor of Groups and Outreach, which includes the World Missions, Missions Trips, Next Steps Assimilation, Local Outreach and Groups. In addition, this role includes providing support at the reception desk, welcoming visitors and assisting with general inquiries.

II. Reporting Relationship

The Administrative Assistant to Ministries reports to the Executive Pastor of Ministries and Pastor of Groups and Outreach. The position works closely with other church staff and volunteers.

III. Core Competencies and Expectations

- A. Be passionate about reaching the lost for Jesus Christ.
- B. Fully embraces the core values of Bethel Church.
- C. Be reliable, take initiative, and be self-motivated.
- D. Embrace and adapt to growth, change, innovation, and creativity.
- E. Use appropriate judgment in the areas of discretion, sensitivity, and confidentiality.
- F. Have a cooperative, healthy, and motivating relationship with supervisors, co-workers, and volunteers.
- G. Communication of all events and changes in one's areas of responsibility to other Bethel staff in a timely and clear manner.
- H. Be in a Grow Group
- I. Tithe to Bethel Church
- J. Give something to Missions
- K. Practice daily Bible devotions and prayer

IV. Duties and Responsibilities:

A. GENERAL:

1. Correspondence: Compose and mail letters; prepare and mail mass and bulk mailings; type memos, faxes, and emails; make and answer phone calls.
2. Clerical support: Filing, printing, supply ordering, copying, word processing.
3. Data base maintenance: Organize, create, maintain, and prepare records, registration lists, mailing lists, attendance records, workflows, and rosters using the Planning Center Online database program.

4. Desktop publishing: Edit and produce departmental publications, including bulletins, brochures, flyers, and newsletters. Create graphics via Canva as needed.
5. Church and community communications: Responsible for ensuring that promotion for departmental events and other information is submitted in a timely manner and in an appropriate form for all bulletins, newsletters, annual reports, welcome brochures, PowerPoint slides, web pages, and any other church promotional communication as needed.
6. Calendarization: Maintains supervisor's appointment calendar if requested by supervisor. In cooperation with the supervisor, fill out and submit media, accounting, and facilities requests for all activities, both on campus and off, undertaken by the department. Arranges in a timely manner for food services, audio/video equipment, sound, van requests, and childcare when needed for events. Secures outside facilities if necessary. Coordinates accommodations and honorariums for guests ministering.
7. Budget and financial records: As assigned by the supervisor, deposits departmental funds with accounting, maintains departmental petty cash funds, fills out check requests in a timely manner, properly records expenses and income to appropriate accounts, and assists the supervisor with budget preparation.
8. Volunteer recruitment and oversight: Work as liaison and contact point for all volunteers working within the scope of the department, providing clerical support as approved by the supervisor. Recruit, train, and oversee any office volunteers. Will assist pastor in developing training materials and seminars for volunteer enrichment.
9. Meetings: Attend weekly staff meetings, meet with departmental supervisors as needed or scheduled, and any other meetings as necessary.
10. Leadership Development: Assist the pastor in the recruitment and training of lay leaders in all facets of ministry development.
11. Move people through the Assimilation (Next Steps) process for new and returning guests, including the Newcomers Party, Membership, and other assimilation initiatives.
12. Any other duties as assigned by the department pastor within the scope of supporting ministries.

B. MINISTRIES:

1. Missions Board Meetings: With the Executive Pastor of Ministries input, creates the agenda, attends the monthly meetings, and takes minutes, which are subsequently submitted to the Official Board members and to the Accounting Manager and follows up with any related action items.
2. Coordinates Missions events and Missions windows including all related promo and advertising (bulletin inserts, pulpit announcements, PowerPoint slides, website link, etc.). Submits facility requests when necessary. Contacts Missionaries who will be participating in any form at Bethel Church and coordinates with other departments

as needed including the Accounting Department regarding Missionary status changes.

3. Corresponding with missionaries as needed.
4. Responds to or forward phone calls and emails from Missionaries.
5. Keeps the Chairman apprised of Missionaries' requests for support.
6. Updates Missions Wall and calendar in the church lobby.
7. Help make sure web pages are up to date.
8. Works with the Outreach Director for all things local missions.
9. Create and manage registrations, passports, and other needed forms for events and missions trips. Making payments as needed.
10. Helps plan, organize, set-up, and tear down department related events.
11. Updates websites, flyers and brochures and places orders for curriculum when needed: GriefShare, DivorceCare, Alpha Marriage Course.
12. Staff devotionals as assigned.
13. Other duties as requested or assigned by the Executive Pastor of Ministries and Pastor of Groups and Outreach for the furtherance of the ministries of Bethel Church.

EDUCATION, SKILLS, ABILITIES:

1. To seek to grow academically and spiritually by maintaining a consistent devotional life and personal development opportunities.
2. Establish and maintain positive working relationships with staff and volunteers
3. Excellent communication skills (written, verbal and interpersonal)
4. Excellent organizational skills and attention to detail
5. Excellent time management skills with an ability to meet deadlines
6. Competency with basic computer software (Excel, Word), and the capacity to learn new software (Planning Center, Word Press, Canva, Shelby Financials and others)
7. Proficiency in Microsoft Office Suite, Adobe Acrobat Pro, and Time Clock Plus (tcp)
8. Experience in working with databases
9. Excellent clerical skills, typing, and filing
10. Should have training and experience equivalent to a senior level Administrative Assistant.