

# **First & Calvary Presbyterian Church**

## **Ministry Assistant Position Description**

### **OVERVIEW**

The Ministry Assistant will help fulfill First & Calvary's mission to make disciples by assisting the Associate Pastor and by assisting ministry teams in accomplishing their objectives and goals.

### **QUALIFICATIONS**

Candidates for the Ministry Assistant position are passionate about Christ and coming alongside ministry teams

- ⌘ a growing and deepening faith in Jesus Christ
- ⌘ a commitment to team ministry
- ⌘ strong communication, interpersonal, and administrative skills
- ⌘ experience with digital support technology like spreadsheets and church management software
- ⌘ a self-starter who welcomes a challenge
- ⌘ experience with project management and planning events and activities
- ⌘ experience supporting and organizing ministry team volunteers
- ⌘ a high school graduate with a minimum of some college course work completed
- ⌘ a willingness to embrace our denomination's *Constitution*, including ECO's *Essential Tenets, Polity, and Rules of Discipline*.

### **RESPONSIBILITIES**

Primary responsibilities will include:

- ⌘ working alongside lay leaders and staff to assist with ministry to children, youth, and adults
- ⌘ assisting with recruiting and scheduling of church volunteers (i.e., greeters, Sunday morning discussion leaders, etc.)
- ⌘ assisting ministry teams with onboarding volunteers
- ⌘ assisting the Associate Pastor and other staff with administrative tasks
- ⌘ assisting as a back-up for office duties when needed (opening the door, proofing communications, and answering the phone)
- ⌘ teaching and assisting in Worship and Wonder and Children's Sunday School depending on interest and availability
- ⌘ completing other duties as assigned

### **TERMS OF EMPLOYMENT**

This is a part-time (10-19 hours a week) position with no direct reports that includes Sunday mornings. This position reports to the Associate Pastor.

**\*July 22, 2025 Version**