

CHURCH MINISTRY ASSISTANT POSITION

The Ministry Assistant will work under the direct supervision of the Pastor of Discipleship and Administration and adjacent to the Administrative Assistant to the Senior Pastor. This person will need to perform tasks as will be assigned by the Pastor of Discipleship and Administration, or in special circumstances, other staff.

The Ministry Assistant is responsible but not limited to the following:

- Answer phones and give assistance or forward calls to appropriate staff person.
- Greet those who come into the office and give assistance when needed.
- Take care of mailing outgoing checks.
- Retrieve office mail, emails, and voicemails daily. Organize and send bulk mailings for all outgoing mail.
- Assist with church database management including inputting new member information, attendance, and other ministry data.
- Create the weekly assimilation report before the weekly staff meeting.
- Assist staff with planning, coordinating, facilitating, and managing activities, events, programs, & services.
- Assist with processing benevolence requests.
- Order and maintain an adequate inventory of office supplies.
- Assist with general office functions and other duties assigned.
- Manage building requests including passing form to Church Admin Pastor for approval, notify the individual of approval (or denial), notify Custodial staff, and lockup person, receive deposits and fees, and make sure event is placed on Facilities Calendar.
- Maintain and update prayer requests and prayer sheets.
- Reconcile the Credit Card statements by making sure there are receipts turned in for every transaction. Notify staff of missing receipts that are needed. Create a spreadsheet for the church treasurer showing budget line item to charge each transaction.
- Input SHAPE Profiles in Planning Center.

Requirements include:

- Familiarity with general office equipment including fax, copier, computer, etc.
- Strong oral and written communication skills
- Ability to utilize multiple computer applications including Excel, PowerPoint, Word, and Publisher (familiarity with Adobe InDesign, Planning Center, ProPresenter is a plus, but training is provided.)
- Must have the ability to work collaboratively as well as independently
- Must be always organized and maintain confidentiality
- Must have strong sense of customer service and the ability to serve and assist visitors
- Successful candidate will be a committed follower of Jesus Christ
- Must hold to the vision, beliefs, and values of Canaan Baptist Church
- Bachelor's degree preferred
- 3+ years administrative experience preferred

Interested applicants should submit a cover letter, resume, and statement of faith via email to mself@canaanstl.org.