

# Turnerville Baptist Church

13882 Roberts Rd  
Chunchula, AL 36521  
251-675-3782

**Job Title:** Ministry Assistant

**Supervisor:** Pastor

**Position Status:** Part-Time

## **JOB RESPONSIBILITIES:**

### **Weekly:**

1. Prepare bulletins for Sunday worship services.
2. Prepare and update Prayer Sheet for Wednesday Prayer Meeting.
3. Correspondence and administrative support as required.
4. Pick up, distribution and dissemination of all mail and correspondence.
5. Screening and routing all incoming calls.
6. Answer mail – correspondence (writing letters), phone calls, etc.
7. Check email and respond.
8. Prepare records for Visitation Program.
9. Input weekly membership rolls and contributions.
10. Take care of weekly payroll.

### **Monthly:**

1. Prepare Monthly Calendar.
2. Take care of monthly utility bills.
3. Record and file minutes from Business Meeting and financial statements.
4. Ordering and maintenance of office supplies and equipment.
5. Print monthly financial reports for dissemination.

### **Miscellaneous Duties:**

1. Schedule and coordinate information with couples regarding weddings; manage wedding files for pastors, and assist wedding coordinators.
3. Update and maintain volunteer profile.
4. Help Sunday School and Discipleship program administratively as needed.
5. Notify Staff, Deacons, and Lay Ministers, and regarding church members who are hospitalized or disabled; births, deaths, weddings and other events of church members and families of members.
6. Coordinate/assist with special events as needed.
7. Perform other tasks and responsibilities as assigned by the Pastor.
8. Attend Associational and State meetings and training on a quarterly basis.
9. Keep accurate membership records (new members, baptisms, weddings, deaths, etc.)
10. Schedule and coordinate information with families regarding funerals and benevolence.

## **MINISTRY ASSISTANT QUALIFICATIONS & ACCOUNTABILITY**

1. Cordial and professional conduct and excellent interpersonal skills.
2. A commitment to confidentiality of personal information of the congregation and staff.

3. Ability to organize and administer information.
4. Ability to follow through with details.
5. Knowledge of computer hardware and software, including MS Word, Excel, Outlook, Access and Publisher. Know or learn Quickbooks and ServantKeeper membership software.
6. Timely attendance with ability to vary schedule when needed.

## **HOURS**

1. The position will be considered part-time consisting of twenty hours a week on average.
2. Hours worked shall be Monday-Friday from 8:00 am to 12:00 pm (This schedule is flexible). Other functions with the State and Association will require meetings and training away from the church.