



JOB PROFILE: MINISTRY ASSISTANT OF ELEMENTARY MINISTRY

REPORTS TO: ELEMENTARY MINISTRY LEADER
Family Ministries

JOB PURPOSE:

The Ministry Assistant is to support Elementary Ministry to facilitate effective communications among the Elementary Ministry leaders, teachers, parents, and volunteers for ministry to children in first through fourth grades in accordance with the Mission Statement of the Elementary Ministry Team, as well as the Statement of Faith, Bylaws, and Core Values of Stonebriar Community Church.

MISSION STATEMENT:

Our mission is to partner with families as a nurturing, biblical community, to provide child-relevant, age-appropriate opportunities for evangelizing, discipling, and equipping children to enjoy God for their entire lives.

DUTIES AND RESPONSIBILITIES:

Job Description

To provide organizational and clerical support services for the Elementary Ministry staff and team.

General

- Show care and Christian concern for parents, volunteers, and children on the telephone, in the office, or at church.
- Assist/support Elementary Ministry Coordinator with clerical and/or classroom needs, as requested.
- Assist with special events (such as Fall Festival) as needed.

Departmental

- Send Elementary mass e-mails/texts and mailing correspondence.
- Print and distribute promotional materials.
- Process ministry partner (volunteer) applications, check references, and schedule interviews and/or training.
- Create and maintain substitute ministry partner lists.
- Schedule greeters and snack providers.

- Assist Ministry Leader with New Believer class preparation as needed.
- Report Sunday morning and Wednesday night attendance.
- Follow up on visitors and information requests.
- Prepare birthday cards.
- Track Elementary project progress and send deadline reminders to Coordinator and Ministry Leader.
- Assist Coordinator and Ministry Leader in planning events and social media calendar.
- Maintain social media calendar with deadline reminders for Coordinator and Ministry Leader.
- Track and maintain registration for Wednesday night programs, special events, and camps; send initial and reminder parent e-mails related to registrations.
- Process check requests and purchase orders.
- Order special event and miscellaneous supplies.
- Assist Ministry Leader with one Sunday morning service.

TEAM MEMBER CONTRIBUTION:

- Attend monthly Elementary Team meetings and weekly Elementary Staff meetings.
- *Teamwork:* Function well with co-workers, treating them with honor and grace.
- *Spiritual Encouragement:* Encourage spiritual focus and commitment by modeling the Core Values of Stonebriar Community Church.
- *Improvement of Ministry Operations:* Contribute toward the improvement of the ministry as a whole.

QUALIFICATIONS:

- Ability to use discretion and discernment at all times
- Proficient in the following computer programs:
 - ♦ Word
 - ♦ Excel

Job Status:

- Part Time (15 hours)
- Non-exempt
- No benefits