



## JOB DESCRIPTION: Ministry Assistant

<b>Ministry Group:</b> PCC Administrative Team	<b>FLSA Status:</b> Non-Exempt
<b>Department:</b> Children / Kids	<b>Reports to:</b> Overseeing Pastor
<b>Grade/Level:</b> Ministry Assistant	<b>Positions Supervised:</b> Unpaid Lay Volunteers
<b>Work Schedule:</b> 24-30 hours: Sunday through Wednesday: TBD	

### POSITION SUMMARY:

The Ministry Assistant provides administrative support for their assigned Pastors/Directors and departments (below list of options to be determined based on hire and current staffing):

1. Adult Education / Discipleship
2. Benevolence
3. Business Office – CCB / ClickUp
4. Children / Kids Ministry
5. Communications
6. Community Groups
7. Congregational / Pastoral Care
8. First Impressions / Host Teams
9. First Love Skateboarding
10. Japanese Fellowship
11. Media / IT
12. Men's Ministry
13. Missions – Global & Local Outreach
14. Royal Family Kids
15. Senior Adult Ministry
16. Singles (Encounter)
17. Sisterhood
18. Starting Point / Connections
19. SUM / Portland Ministry College
20. Worship
21. Young Adults
22. Young Families
23. Youth

The Ministry Assistant will work as a team member with all staff, as well as with the lay leadership of the church.

The Ministry Assistant exercises discretion, confidentiality, generosity, and professionalism in all dealings with congregants and office staff. Completes all tasks accurately, and on a timely basis; ensuring that work standards and assignments conform to approved formats and standards. They must demonstrate an ongoing ability to learn and will be provided training opportunities.

### **PRIMARY RESPONSIBILITIES:**

- Performs administrative duties as assigned by Pastors/Directors and departments. Time allotment TBD based on hire and Pastoral Oversight
- Performs general administrative duties as a member of the administrative team
  - Submits all calendar requests for the Department (room assignments, major events, seminars, and meetings)
  - Works with the Operations Supervisor to ensure proper setups for all events and regularly scheduled activities
  - Provides the webmaster with updates for the department web pages
  - Communicates with lay leadership, when necessary, about department events (calendar, facility requests, meetings, etc.)
  - Designs and copies handouts
  - Designs, copies, and mails periodic communications to departments which Ministry Assistant supports, when necessary
  - Accurately counts and deposits weekly income received
  - Maintains information in CCB database for lay people falling under Ministry Assistant's department(s)
  - Teams with the media department, when necessary, to coordinate special publications and promotional materials
  - Attends Ministry Assistants team meeting
  - Collaborates and supports other Ministry Assistants as needed

### **POSITION QUALIFICATIONS:**

- Meets personal qualifications
  - Has received Jesus Christ as Savior and Lord
  - Seeks to role model in attitude, speech, and actions a consistent daily walk with Jesus Christ
  - Is a member in good standing of Portland Christian Center (or willing to become a member)

- Has a personal commitment to Christian Living
- Active involvement in the department(s) the Ministry Assistant supports
- Does not abuse drugs (illegal or otherwise) or alcohol
- Meets professional qualifications
  - General knowledge of Windows or Mac OS operating system and Microsoft Office suite
  - Working knowledge of Microsoft Office Suite and publishing tools
  - Ability to work with a multi-line telephone system
  - Basic knowledge of general office procedures
  - Ability to interact effectively with office and congregational members
  - Ability to work with minimal supervision
  - Ability to maintain confidentiality
  - Excellent verbal and written communication skills
  - Excellent organizational skills, but also flexible to needs of the business
  - Skilled at organizing work activities and completing tasks within a deadline
  - Skilled at maintaining accurate records
  - Ability to communicate in a courteous and professional manner
  - Ability to work well under pressure and meet/exceed goals and deadlines, adapting to a changing environment and growing with the company/position
  - Maintains a creative, team-building approach to job performance and seeks to bring a constructive, problem-solving orientation to all tasks
  - Performs tasks and responsibilities in a complete and timely manner, complying with PCC's employee handbook and conforming to the scheduling requirements of the job
  - Maintains an awareness of PCC's mission and strives to promote its goals and objectives
  - Exercises professional judgment and discretion at all times in keeping with the responsibilities carried personally by assigned Departments

#### **PROFESSIONAL CERTIFICATION OR CREDENTIALS:**

- Has earned a High School diploma or G.E.D. Prefer College degree
- 3–5 years experience working in an office environment

#### **OTHER REQUIREMENTS:**

- Must be able to communicate fluently in the English language both verbally and in writing
- Running of office equipment: copy machine, document folder, and paper shredder
- Constant use of hands and arms to input data into the computer

- Must be able to sit for long periods of time
- Must be able to concentrate for long periods of time

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*Prepared by*

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*Date*

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*Employee Acknowledgement*

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*Date*

Portland Christian Center management has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skill and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

It is the policy of this organization that employment decisions shall be based on merit, qualifications and competence. Except where required or permitted by law, employment practices shall be based on adherence to the statement of faith of the general Council of the Assemblies of God. Except where required or permitted by law, employment practices shall not be influenced or affected by virtue of an applicant's or employee's race, color, sex, national origin, age, disability, or any other characteristic protected by law. In addition, Portland Christian Center's policy to provide an environment that is free of unlawful harassment of any kind, including that which is sexual, age-related or ethnic. This policy governs all aspects of employment, promotion, assignment, discharge and other terms and conditions of employment.

As a religious institution, Portland Christian Center is permitted to, and expressly reserves the right to; prefer employees or prospective employees on the basis of religion.

I understand the above policy and that it may be amended by Portland Christian Center at any time.

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*Name*

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*Date*