

PURPOSE

The Church Administration Ministry Assistant serves as the first point of contact in the Main Office and provides administrative support for church administration processes and procedures.

This position reports to the Executive Director of Finance and Administration.

MINISTRY ASSIGNMENTS**Christ-Centeredness**

Maintains a consistent connection and commitment to Christ; Seeks His direction and strength in fulfilling ministry responsibilities; Seeks to model Christian life; Exhibits Fruit of the Spirit (love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control) Gal 5:22-23.

Self-Management

Organizes & prioritizes well; Uses time efficiently; Consistently produces high quality work; Meets deadlines; Actively seeks to improve job skills; Seeks to develop, improve, and maintain a high level of professional knowledge for given areas of responsibility

People First/Servanthood

Values and respects each individual they interact with; Expresses a warm, friendly, gracious attitude; Humbly willing to pitch in and do "whatever it takes" to accomplish what is needed; Seeks to go "above and beyond" for the sake of others

Teamwork/Relationships

Works well on a team; Helpful to coworkers; Works effectively with others; Accepts constructive feedback; Supports teamwork through open and honest communication; Encourages and recognizes the contributions of others; Fully engages in team activities and meetings; Resolves conflicts gracefully; Guards the unity of the team

Flexibility/Innovation

Identifies, shares, and is receptive to new ideas; Adapts to new situations; Helps others overcome resistance to change; Recognizes problems, finds new and unique solutions to solve them; Works to improve existing processes; Uses creative & innovative thinking to contribute to organizational and individual objectives; Contributes to group processes to set plans & resolve problems

Communication

Speaks and writes clearly; Listens to others; Shows sensitivity and care; Responds promptly to enquiries; Maintains confidentiality; Represents Woodlands Church well in all interactions with others

CHURCH ADMINISTRATION MINISTRY ASSISTANT ASSIGNMENTS:**Main Office Administrative Support**

- Greet all visitors to the Main Office
- Answer the Main Office phone line and forward, take messages, or follow up as needed
- Monitor Main Office email inbox and forward or follow-up as appropriate
- Sort mail and deliver/notify staff of packages
- Monitor stock of office supplies and order supplies as needed
- Manually unlock (AM) & lock (PM) Main Office foyer door (and gym doors if needed) daily. Manually lock (PM) Ministry Office doors on Monday and Thursday
- Contact EO Johnson for copier/printer service needs and toner supply
- Proof, print, and fold funeral bulletins as needed. Scan final copy to Funeral Services shared folder.
- Proof, print, and set out agenda and other materials to be handed out at Congregational Meetings
- Prepare monthly credit card statements/receipts to be submitted to the Director of Accounting for your credit card and Facilities Director's credit card.

Building Requests/Events

- Serve as first point of contact for Building Use Requests
- Review all Building Use Requests and assist with the approval process
- Work out any room conflicts in Planning Center Calendar and assist in making sure all events are accurately reflected/updated in Planning Center Calendar
- Program doors in Virtual Keypad as needed for approved events
- Assign building key fobs to staff and others in Virtual Keypad as needed

Engagement + Membership Support

- Enter new Connection Cards into Planning Center
- Monitor and complete necessary steps assigned to you in Engagement and Membership workflows within Planning Center.
- Provide administrative support leading up to and during the event, as well as follow-up afterward, for all events that are part of the Membership process. This currently includes Discover Woodlands and Join Woodlands.
- Provide administrative support for the Membership application process including receiving applications, scheduling interviews between applicants and Elders/MLT, sending out reminders, preparing materials needed for interviews, and notifying applicants of Congregational Meeting date
- Update Planning Center with Membership Start and Stop dates after Congregational Meetings that include actions related to new memberships and membership removals

Information Center + Preparation for Sunday

- Recruit, train, and schedule volunteers to staff the Information Center on Sunday mornings
- Set up the Information Center for Sunday at the end of each week including Welcome Packets, Connection Cards, Giving Envelopes, maps, any other informational materials, sign-up sheets, welcome gifts, etc.
- Notify Information Center attendants of anything out of the ordinary that will be at the desk or going on in the building that Sunday
- Set out items needed by ushers and Coffee Hub on Sunday at the end of each week including attendance/offering sheets, cash pouches, offering box key, etc.
- Proof, print, and set out Sunday Sermon Notes/Bulletins at the end of each week

Wedding Administrative Support

- Serve as first point of contact for wedding applications
- Assist with coordination of Staff and Wedding Liaison
- Enter weddings in Planning Center Calendar as appropriate
- Monitor Wedding Checklist items and follow up with the couple, Staff, and Wedding Liaison as needed throughout the process
- Determine, collect, remind, and track all wedding deposits and fees
- Prepare CD100s for payments for wedding liaison services, custodial services, and tech services
- Update couple's profiles in Planning Center People

Senior Fellowship + Men's Ministry Administrative Support

- Provide support for Senior Fellowship Check-ins and Registrations in Planning Center
- Serve as point of contact for Senior Fellowship for other administrative support
- Provide registration and other administrative support for Men's Ministry events

Protection Policy Administrative Support

- Provide administrative support to the Executive Director of Finance and Administration/Protection Policy Director for renewal applications and renewal background checks across all ministries
- Assist with maintaining/updating Protection Policy related data in Planning Center as well as paper and electronic Protection Policy document files across all ministries
- Provide administrative support for the screening process for Safety Ministry

Planning Center Data Entry and Updating

- Data entry and updating of profiles in Planning Center People including adding new records as well as updating records for life changes such as births, deaths, marriages, divorces, and address/phone/email changes
- Work with the Director of Church Management Systems and the Executive Director of Finance and Administration for record updates that involve household changes or merging of records

QUALIFICATIONS

Excellent written and verbal communication skills
Exceptional interpersonal skills, ability to relate well with church staff, volunteers and guests
Proven administrative experience
Highly organized with strong multi-tasking and time management skills
Strong attention to detail; Ability to work well with numbers, budgets, etc.
Resourcefulness, ability to work well independently
Computer skills and proficiency with Google Suite; experience with online databases
Ability to handle sensitive information with the highest degree of integrity and confidentiality
Willingness to flex work schedule when necessary
Willingness to be a regular attender of Woodlands Church