

Title: Family Ministry Admin Assistant

Position Characteristics and Qualifications:

- Part-time position (10 hours/week)
- Reports to the Family Pastor

o Meets bi-weekly with FP for Direction, Coaching, and Development

o Quarterly Review with the Family Pastor

o Annual performance review with the Family Pastor and Executive Team

- Demonstrates Christian personality and lifestyle.
- Exhibits willingness to cooperate and function effectively in team ministry.
- Spends intentional time with Grace Church staff, volunteers, and members building relationships, serving, and sharing giftedness.
- Works with the Family Pastor to fulfill needs as agreed upon.

Position Mission Statement: “To support and coordinate the weekly ministry operations of Family Ministry (kids and students) in alignment with the vision and direction of the Family Pastor, helping create a safe, organized, and engaging environment for children and families.”

Position addresses target areas of:

1. Admin assistant with day-to-day responsibilities for all family ministry tasks
2. Alignment with Family Ministry team

Ministry

- Assist in tasks assigned by Family Ministry team to help the vision of the Family Ministry come to life.

Position Responsibilities:

Family Ministry

- Assist in the implementation of family events with the Family Pastor and Family Ministry Team

Grace Church or Other

- Work with the Family Ministry team, assisting in Family events, activities, childcare, etc., as assigned by the Family Pastor