



Ministry Assistant – Student Ministry

Valley Ridge Church, The First Baptist Church of Lewisville Texas

Position Objective

The Ministry Assistant supports the pastoral or ministry staff by providing administrative, communication, and organizational support to ensure the ministry operates efficiently and effectively. This role ensures that ministry events, communication, and records are managed with excellence and that staff, volunteers, and church members are well-supported in their ministry involvement.

Key Responsibilities

Administrative & Scheduling

- Coordinate logistics for events (room reservations, setup requests, equipment needs, etc.) using the church management software.
- Maintain organized files, records, and ministry documentation in accordance with church standards.

Communication & Coordination

- Assist in preparing ministry updates for distribution to participants or the congregation.
- Coordinate communication between ministry staff, volunteers, guardians, and participants as needed.

Database & Record Management

- Maintain accurate and up-to-date attendance, membership, and volunteer records for assigned ministry areas.
- Enter, track, and report ministry participation data using the church management system.
- Prepare reports as requested to assist ministers with follow-up and strategic planning.

Volunteer & Event Support



- Support volunteer recruitment, scheduling, and communication processes.
- Provide on-site assistance for ministry events when needed, ensuring that resources and materials are ready.
- Assist with maintaining ministry resource inventory (supplies, curriculum, or worship materials).

General Ministry Support

- Perform other duties as assigned to support the effectiveness of the ministry and the overall mission of the church.
- Maintain a welcoming and professional presence that reflects the church's values in all interactions.

Qualifications & Skills

- A personal commitment to Jesus Christ and alignment with the mission and beliefs of the church.
- Strong organizational skills with attention to detail and accuracy.
- Proficiency in office software (Word, Excel, Google Workspace) and ability to learn church management software.
- Excellent written communication skills.
- Ability to handle sensitive information with confidentiality and discretion.
- Flexibility to adapt to changing ministry needs and priorities.
- Prior administrative or church office experience preferred but not required.

Work Schedule & Environment

A typical schedule aligns with regular church office hours; occasional evening or weekend support may be required for ministry events.

Office environment with periods of event support that may require light physical activity (moving materials, event setup).

Although ministry needs may vary and occasionally require flexibility for evening or weekend events, the Ministry Assistant will not be expected to exceed the agreed-upon weekly hours (e.g., 30 hours per week). Any additional hours would be scheduled only with prior approval.



Evaluation

The Ministry Assistant will be evaluated annually based on their effectiveness in:

- Maintaining accurate records and schedules.
- Supporting ministry communications and events.
- Demonstrating reliability, professionalism, and a servant-hearted approach to ministry support.