

Lighthouse Community

MINISTRY ASSISTANT

Hancock County, Ohio



LIGHTHOUSE

C O M M U N I T Y

We are people who say Yes to Jesus' leadership!



Lighthouse Community is a fast-growing church in Hancock County, Ohio focused on helping people say Yes to Jesus' leadership in their lives. Seeing the overwhelming need for a gospel-focused church in our county, Lighthouse Community launched in February 2017 with a team of 35 energetic people.

Today, more than 400 people call Lighthouse Community home. Rapid movement from one worship service to two, the addition of our online campus (Lighthouse Online), and recent sponsoring of a church plant in a nearby city are all built on the foundation of making disciples through sharing the gospel and inviting people to take real next steps in their relationship with Jesus.

While Hancock County is an affluent and attractive community, we estimate that over 50,000 people are living in spiritual blindness, separated from God and need an opportunity to respond to the gospel.

We pray and work hard to help people...

- Experience forgiveness and new life that only comes through genuine FAITH in Jesus as Forgiver and Leader.
- HEAR God's voice through the bible, prayer, and other growing disciples.
- Throw down the guilt of religion and enjoy God's GRACE.
- Take steps in real spiritual GROWTH as the Holy Spirit transforms their life.
- Discover their spiritual GIFTS and use them to serve others.
- Join God in His mission to RESCUE people from sin and death.

Reporting to the Senior Pastor, the Ministry Assistant will partner with staff, elders, and lay ministry leaders to advance the mission of Lighthouse Community. Effective leadership will be measured by:

- Accuracy, organization, and timeliness in completing projects
- Anticipating the administrative needs of senior leaders and executing in light of the vision and values of Lighthouse Community
- Leading the way in effective communication among the team
- Identifying ways to increase efficiency and effectiveness in ministry

KEY RESPONSIBILITIES

The Ministry Assistant will manage the overall flow of administrative ministry. Critical to this will be coordinating Sunday morning follow-up with guests, tracking and reporting spiritual decisions, producing print materials such as bulletins, connection cards, flyers, posters, etc., and ensuring their readiness prior to ministry events.

The Ministry Assistant will also coordinate with the Senior Pastor and other teachers in preparing teaching materials like visual presentations (ProPresenter), notes, small group material as well as some research for various projects.

The Ministry Assistant must have competence in time/project management, communicating across multiple platforms: in-person, email, text, etc., the ability to interact with many different kinds of people, comfortable with problem-solving and decision-making in alignment with vision and values of Lighthouse Community.



We envision a Ministry Assistant who has a passion to see people increasingly say Yes to Jesus' leadership in their lives. A deep love for scripture, prayer, and people is central to successful ministry. A clear testimony of faith and life change in Jesus Christ is an absolute must.

Specific skills and competencies to succeed will include:

- Clear self-awareness and high level of learning agility
- Ability to communicate clearly and cohesively in a multi-location church
- Strong problem solving, multi-project, and communication skills
- Ability to work with confidential documents
- Effective relationship-building with various staff and volunteers
- An entrepreneurial mindset with the resourcefulness to get things done
- Coordinate multiple volunteers
- Ability to manage multiple tasks and achieve deadlines under pressure
- Proficiency in Mac iOS and GSuite is highly recommended
- Commit to being a member of Lighthouse Community in agreement with the EFCA doctrinal statement and ministry philosophy of the Senior Pastor and Elders

The Ministry Assistant will be a key team member necessary to our vision for the gospel in Hancock County and beyond.

We offer attractive, competitive compensation, paid vacation and personal days, and a professional development program.

Due to the anticipated volume of responses, we will contact only those candidates who most closely match our requirements. Only local candidates will be considered.

**To apply for the Ministry Assistant position, please go to:
<https://www.mylighthousecommunity.com/page/careers>**

Note: contacting us by other means for this position will show that you are unable to follow directions and will result in being disqualified from consideration.