



## Ministry Assistant

At Wellford Baptist Church, we are passionate about Jesus and His gospel. Our steadfast pursuit is to make disciples of Christ who make disciples of Christ. To that end, we are looking for a ministry assistant to join our team to provide administrative support to our pastoral staff. This is a full-time position (or a part-time shared position for the right candidate). If you are interested in being a part of what God is doing at Wellford, please submit your résumé with references to our Lead Pastor at [pastor@wellfordchurch.org](mailto:pastor@wellfordchurch.org).

### Personal Characteristics and Qualifications

- Growing disciple of Jesus Christ
- Passionate about making disciples
- Team Player
- Innovator and self-starter
- Teachable and flexible
- Discreet and professional
- Joyfully relational with church, community, and staff members
- Strongly skilled in oral and written communication, administration, and problem-solving
- Proficient in Microsoft Office and Google Suite
- Comfortable in working with online databases
- Competency in design software is a plus.

### Position Responsibilities

- Assist pastoral staff and ministry leaders in the implementation of weekly ministry programming and events
- Develop, proofread, and transmit communication on behalf of the staff
- Coordinate schedules, make appointments, and manage supplies
- Answer incoming calls and respond or direct accordingly
- Maintain files and records
- Assemble reports and compile data for pastoral staff and ministry leaders
- Manage financial deposits and post contributions
- Assist pastoral staff and ministry leaders in daily operations of the church as needed