

# Part Time Job Description (20 Hours per week) for TRBA Associational Ministry Assistant

**Biblical References:** Romans 12:9-15 and Ephesians 4:11-12. These verses describe “service” and “dedication” to the Lord. Very descriptive words are used: “without hypocrisy”, “cling to good”, “devoted”, “diligent”, “rejoice in hope”, “persevering”, “praying”, “contributing to needs”, “practicing hospitality”; these epitomize the role of a Ministry Assistant/Secretary.

## **Description of the Ministry Assistant:**

The Ministry Assistant/Secretary is responsible for administering the tasks and functions of the Associational office in concert with the daily service practices of the ministerial staff. In addition to these general duties, the Ministry Assistant/Secretary may also be responsible for delegating or communicating tasks, Associational calendar and events updates, telephone services, publications, and correspondence.

## **Policy and Procedures Description of the Ministry Assistant**

**Service Title:** Ministry Assistant

**Ministry Purpose:** To administrate the operations within the Associational office, Associational calendar, answering of phone and e-mails, publications, and correspondence.

**Service Relationships:** The Ministry Assistant is directly responsible to the Director of Missions or other assigned ministerial staff.

## **Primary Functions:**

- Acts as the Associational office receptionist directing phone calls, appointments, and guests.
- Attends Associational Council/ Associational Business Administrative Council meetings to record the minutes of the meetings.
- Coordinates the Associational Events Calendar and keeps records of the administrative forms related to all events.
- Keeps ministerial staff informed of crises or ministry opportunities within the association and community.
- Maintains church files (ACP) in cooperation with the Church Clerk, Church Trustees and Church Treasurer.
- Prepares, edits and produces all Associational publications including Associational newsletter, weekly e-news maintains webpage and other social media.

- Prepares news releases in cooperation with the Director of Missions and other ministerial staff.
- Assists the ministerial staff in preparing events and special presentations.
- Takes and screens all phone calls.
- Coordinates and helps administer ministerial staff appointment calendars in conjunction with daily Associational office activities.