

Ministry Assistant

Type of position: Part time (30 hours/week)

Date Modified: 2025-01-16

Summary:

This candidate is responsible for providing administrative and ministry-related support to the Associate Pastor and other ministerial staff. The candidate will interact with church staff, church members and the community while furthering the purpose, mission, and vision of Cary First. This position is a part-time position.

To be considered for this position, you **cannot be a member of Cary First Baptist Church**. The candidate for this position must have a growing personal relationship with Jesus Christ, with a hunger to know God and make Him known. We are looking for someone that will embrace the purpose and mission of Cary First. The ideal candidate adapts well in a changing work environment, has a willingness to be a team player, creates consistency in their area of work and strives for excellence in everything they do by valuing people first. The core values that are a part of this team are Accountability, Coachable, Communication, Excellence, Initiative, Integrity, Ownership, and Team Player.

Key Responsibilities:

- **Management Support for Ministries:**
 - Provide administrative assistance to pastors and ministry leaders.
 - Facilitate communication and resource distribution to support ministry goals.
- **Receptionist Duties:**
 - Serve as the first point of contact for visitors by greeting and assisting them warmly.
 - Answer phone calls, respond to emails, and forward inquiries to the appropriate staff members.
- **Scheduling and Coordination:**
 - Maintain a master calendar of church meetings, events, and activities.
 - Coordinate the usage of church facilities and vehicles.
- **Ordering and Inventory Management:**
 - Maintain an inventory of ministry materials, including supplies and curriculum.
 - Oversee the purchasing of necessary resources to support church programs.
- **Record-Keeping and Filing:**
 - Maintain physical and electronic files for church records, including births, deaths, baptisms, committee meeting minutes, and business conference minutes.
 - Record weekly sermons
 - Update the membership database.
- **Reporting and Grant Applications:**

- Gather and submit statistics and reports to Baptist conventions.
- Prepare and submit applications for relevant grant programs.
- **Event and Ceremony Coordination:**
 - Manage logistical details for baptisms, funerals, weddings, and Discover Classes.
 - Verify compliance with facility usage guidelines, collect fees where applicable, and communicate with custodial staff.
- **Communication:**
 - Notify church staff and deacons about births, deaths, and hospitalizations of church members.
- **Financial Collaboration:**
 - Work with the Financial Director to file expenditure and credit transaction paperwork.
- **Support for Church Ministries:**
 - Assist with event registrations, processing payments, making copies, and mailing publications.

Qualifications

- Strong organizational and multitasking skills.
- Excellent interpersonal and communication abilities.
- Proficient in Microsoft Office Suite and database management.
- Detail-oriented with the ability to manage confidential information.
- Previous administrative or ministry experience is preferred.
- An ability to learn computer programs such as Realm, Planning Center, and other software as needed.
- A commitment to supporting the mission and values of Cary First Baptist Church.

This is not an exhaustive list of responsibilities. Responsibilities may vary or change depending on the needs.

To apply for this position, please email your cover letter and resume to myron@caryfbc.org.