

Our Church Vision

Fellowship Bible Church is passionate about equipping our church family to make a difference for Christ. Thus, our vision statement is as follows:

"Together, strengthening you to change your world for Christ."

Accordingly, we are making efforts to ensure that our staff and ministry goals are aligned with this vision and making progress towards it.

Ministry Description

The individual in this position provides administrative support in carrying out the responsibilities of the church office. This individual is also the primary administrative assistant for the Executive Pastor. The successful candidate carries out these functions while providing a cheerful and organized atmosphere for all who enter or contact the Church, while meeting the needs of staff, guests, volunteers, and congregants with care and discretion.

Reports to: Executive Pastor

Overview of Areas of Responsibility

- Oversight of the facility resources and room management. This includes ensuring the facilities are ready each day for the ministries that are occurring.
- Management (not necessarily development) of all graphic design projects, including social media, web, and print.
- Aid the Executive Pastor in his administrative responsibilities, including communication with ministry leaders, goal development and planning, and organizing training efforts.
- Provide an exceptional environment of help and service to staff, attendees and guests.

Essential Administrative Assistant Functions

- Email Organization. We expect timely and courteous responses to all church email accounts that you are responsible for maintaining. This also includes but is not limited to our mass-emailing for the weekly email, special announcements, prayer requests, etc.
- Ready to serve as a back-up at our Welcome Center and serve in administrative capacities every other Sunday.
- Ordering/Inventory.
- Print Materials. Ensure all photocopy and material requests are being handled in a timely and efficient manner. Complete booklets jobs and any other assembly print projects.
- Manage the Mail and Church Correspondence. Each day the office is open the mail will need to be collected and distributed. When needed you will also be responsible for written communication on behalf of the church. Manage the mail, church correspondence.
- Filing. Documentation of important church functions should be filled and organized appropriately.
- Ministry Leader Coordination and Communication. Work with the Executive Pastor to ensure effective communication is happening, specifically in venues such as the Ministry Coordination Team and the communication that occurs as a result of that.

- Aid to Ministerial Staff. Provide ongoing administrative assistance to the Pastors and Children's Ministry Director. This could include but not be limited to: scheduling, presentation assistance, sending letters, returning phone calls, etc.
- Aid the Executive Pastor in the development and execution of ministry leader training resources and staff development.

Education, Experience, and Biblical Qualifications

This position requires:

- A joyful, servant spirit
- The successful individual will need to possess a solid, Christ-honoring work ethic and possess a passion for excellence in administration.
- An active and growing personal relationship with Jesus Christ, evidenced by action, attitude, and behavior.
- A desire to serve the Pastors/church staff and their administrative needs.
- Experience in people relations and administrative problem-solving.
- Effective communication skills (written, verbal and interpersonal).
- Competency with basic computer software (Excel, Word, PowerPoint, etc.), and the capacity to learn new software (Photoshop, iMovie, others).

An Overview of What the Elders Are Asking of You:

1. Demonstrate submissiveness to the Eldership of Fellowship Bible Church in all areas, always striving to uphold the Elder Council and seeking the success of our church vision. This requires all ministries to serve one another to see the growth of the body as a whole.
2. Proactively pray for the body of Fellowship Bible, its ministries, and members.
3. As a salaried, full-time administrative assistant you will be expected to work 35-40 hours a week between office hours, services, ministry, and related activities. Keep in mind there are weeks in the year where this number will go up.
4. Your presence during office hours (Monday - Thursday, 8:00 AM – 4:00 PM) unless church responsibilities require you to be offsite. This includes staff meetings (Tuesdays, 9:30-10:30 am), and Ministry Core Team Meetings (1st Tuesday of every month, 7 pm-8 pm.) Sunday responsibilities occur between 8:30 am and 11:30 am. (available as an "on-call" employee should a need arise during the service.)
5. Endorsement and participation in church endeavors: Sunday morning service.

An Overview of What You Can Expect From the Elders:

1. An active, ongoing interest in your personal, spiritual and familial development.
2. Hourly pay of \$15.76.
3. 2 days off in your 7-day week (Friday and Saturday – you will be expected to work a few hours on Sunday).
4. 2 weeks of paid vacation.
5. 1 week of paid personal/sick time.