



Job Description: Church Ministry Assistant

Position Title: Church Ministry Assistant

Reports To: Executive Pastor

Employment Type: Full-time

Position Overview

The Church Ministry Assistant will be a faithful follower of Jesus Christ with an ability and desire to express a personal Christian faith commitment to others. This individual supports the pastors, ministry leaders, and church staff by providing administrative, organizational, and ministry-related assistance. The Church Ministry Assistant is the first point of contact and helps ensure the smooth operation of church functions, effective communication within the congregation, and practical support for ministry programs. This individual plays a crucial role in supporting the church's mission by managing resources, coordinating schedules, and maintaining clear communication with staff, volunteers, and the congregation. The role has implications for how well First Baptist Church carries out the work of the ministry in the community.

Key Responsibilities

- **Administrative Support**
 - Manage church office operations, phone calls, and emails
 - Prepare correspondence, reports, bulletins, newsletters, and worship service materials
 - Maintain church calendar, schedules, and facility reservations
 - Order and maintain office supplies, ministry books and discipleship curriculum materials as needed
- **Ministry Coordination**
 - Assist with planning and organizing church events, programs, and outreach activities
 - Support ministry leaders with communication, scheduling, and volunteer coordination
 - Help track attendance, membership, and ministry involvement
 - Maintaining master schedule for all weddings, baptisms, and funerals and processing all related paperwork
 - Assist with ensuring all ministries, volunteers, and participants are compliant with Child Safety policy and are regularly trained in best practices for safeguarding children
 - Ensure ministry facility usage is appropriately scheduled along with Executive Pastor to ensure effective coordination of activities
 - Assist the pastoral staff as needed with benevolence and ministry counseling situations as needed
- **Communication**
 - Maintain church websites and social media accounts with updates and announcements
 - Coordinate weekly announcements, prayer requests, and other communication channels
 - Communicate with Members, attendees, or community members regarding concerns, prayer requests, requests for assistance, volunteer opportunities



- Serve as the first point of contact for visitors, members, and ministry partners
- Facilitate communication between church leadership, staff, and congregation
- Handle incoming calls, emails, and visitor inquiries professionally
- **Recordkeeping**
 - Manage membership database and update church records
 - Maintain organized files for church documents and ministry resources
 - Maintain records of births, deaths, baptisms, baby and child dedications

Qualifications

- A clear profession of faith in Christ coupled with a consistent, close walk with Christ and evidence of spiritual maturity
- A member (or able to join) First Baptist Church of Grand Cayman
- Must subscribe to the statement of faith of First Baptist Church of Grand Cayman with a clear ministry and personal alignment with the church's mission and values
- An Associate's Degree or equivalent diploma in business administration, secretarial training, liberal arts, theology or related field
- Minimum of seven (7) years providing office administration and executive support in professional office settings
- Minimum of two years of experience in a non-profit, community organization, or church
- Strong organizational and communication skills
- Proficiency with office software (Microsoft Office, Canva, Google Workspace, etc.)
- Proficiency with church software such as Subsplash, Instant Church Directory, and Power Church preferred
- Must have experience working in environments requiring the principles and practices of client confidentiality
- Previous experience in church administration or ministry support preferred
- Willingness to work a flexible schedule to support the needs of ministry events

Core Competencies and Values

- Demonstrated passion for sharing Christ with people of all ages, with a proven ability to communicate with both the church and un-church
- A positive attitude and professional demeanor
- Well-developed interpersonal skills and emotional intelligence
- Strong communication and written skills
- Detail-oriented with strong organizational skills
- Ability to work as a team and individually
- Ability to multitask on several projects
- Ability to maintain a high degree of confidentiality
- A self-starter seeking ways for continuous improvement

The typical work week requires 40-45 hours of work per week and must work some Saturdays and evenings to support church and school activities.



Starting salary range is \$45,000-55,000 and is negotiable depending upon qualifications and expertise
Position includes health insurance, pension benefits, and vacation.

Applications should be emailed to:

Kyle@fbc.org.ky

ATTN: The Executive Pastor

RE: Church Ministry Assistant - First Baptist Church Grand Cayman