

OAKHILLS

CHURCH

Our Mission: *We are the Body of Christ called to be Jesus in every neighborhood in our city and beyond.*

Our Values:

- Unity:** We seek to promote unity in the Body of Christ
- Grace, Truth and Faith:** We offer grace, stand for the truth, and live by faith.
- Family:** We embrace the family as the core teaching and discipling center.
- Inclusivity:** We invite all people to belong to Christ's community regardless.
- Every Believer a Minister:** We view every believer as a minister.
- Prayer:** We seek God in all decisions through prayer.
- Neighborhood:** We organize our efforts around neighborhoods.

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|------------------------|---|-------------------|---|
| Job Title: | Ministry Assistant | Status: | Part –Time (25 Hours) |
| Department: | Campus Life – Bibleland | FLSA: | Non-Exempt |
| Reports to: | Bibleland Buddies Director | Job Class: | Para-Professional |
| Direct Reports: | NA | Minister: | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO |
| Work Week: | Monday – Friday, 1 Saturday a Month & Christmas Eve | Driving: | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO |

I. **Job Summary:** A Ministry Assistant supports the Director/Minister by providing administrative support for one or more ministries at Oak Hills Church (OHC).

II. **Primary Duties and Responsibilities:**

1. Answer phone inquiries and e-mails, takes information, and responds to inquiries regarding Church ministries.
2. Assist with event planning, implementation and assessment of activities, conferences, meetings/luncheons, leader trainings, and special events.
3. Support Leadership and various ministries with administrative duties to include taking minutes, recording and distributing minutes, and copying and distributing materials.
4. Coordinate event and program activities to include room reservation and set-up, technical and audio requirements, refreshments and/or catering, and handouts, study materials, and guides.
5. Ensure each event is provided with quality services, security if needed, and preparedness.
6. Prepares registration and records attendance. Prepares and submits various reports and communication. Enter registration information on Arena database as needed.
7. Collect money, prepare deposits, process reimbursements, and keep records of expenditures.
8. Assists and/or oversees ministry promotional and training information such as invitation orders and mail-outs, printing of materials and notebooks, and updating of bulletin, social media, and website pages.
9. Assist with the recruitment, selection, and training of volunteers.
10. Monitor inventory of ministry resources, office supplies, and educational materials.
11. Other duties and responsibilities as assigned.

III. **Minimum Qualifications:**

1. High School diploma or GED. Two (2) years of college preferred.
2. Two (2) years of para-professional, bookkeeping, or administrative experience.

IV. Knowledge and Abilities

1. Knowledge of principles of organizational and administrative practices.
2. Knowledge of computer office applications and equipment.
3. Knowledge of basic accounting principles.
4. Knowledge of English grammar and vocabulary.
5. Knowledge of research and arithmetical methods.
6. Ability to work independently with limited supervision.
7. Available to work with occasional flexibility in schedule.
8. Ability to discern and maintain confidentiality.
9. Ability to communicate clearly and effectively through both verbal and written means.
10. Ability to establish and maintain effective working relationships with ministry volunteers.

V. Physical Requirements and Working Conditions

Occasional lifting/carrying up to 10 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily inside an office environment.

VI. OHC Staff Expectations

1. Active and personal relationship with Jesus Christ.
2. Actively practices personal spiritual disciplines and leads with humility, character, and love.
3. Personally engaged with OHC mission, vision and strategy.
4. Actively engaged in the OHC mission to be Christ in your own neighborhood.
5. Attend Life with Oak Hills and become an OHC member within six (6) months of employment.
6. Partner with other departments to lead, promote, and/or implement ministry initiatives and events.

Revised: May 2017