



JOB DESCRIPTION

Job Title:	CARE Ministry Administrative Assistant
Positions Reports To:	CARE Ministry Pastor
Classification:	Part-Time, 29 hours weekly. On the Sand Lake Campus, Monday through Thursday.

Summary:

To assist in the coordination and administration of CARE Ministries. Additionally, this role includes the connection to and guidance of the church community to the various CARE Ministries.

The following information is offered as a general overview of the requirements and duties of this role.

- Must be proficient in Outlook, Teams, Word, and Excel.
- Certain spiritual gifts lend themselves to a greater fulfillment of this role. Therefore, completing a "Spiritual Gift Assessment" will be helpful in this interview process.
- A primary activity of this role is the scheduling of appointments, classes, groups, and team meetings via emails and phone calls, administrating assignments, and working with people.

Currently, the CARE Ministries include the following ministry areas: Soul Care, Divorce Care, Grief Care, LIFE Group for Men, Discover Recovery, Military Care, and FAM Care.

Soul Care: Includes the Soul Care Class, Confidential Ministry Sessions, and Team Meetings:

- Schedule and coordinate the Soul Care Confidential Ministry Sessions for all 3 campuses.
- Schedule and coordinate the Sand Lake Campus Soul Care Classes. Assist in hosting the class as needed. These classes may require your attendance, which occurs on a weeknight.
- Schedule and coordinate all Sand Lake Campus Soul Care Team Meetings.
- Keep the Soul Care area for the Sand Lake Campus team stocked with documents, water, and supplies.

Planning Center Online (PCO):

- Church Database system: Create and Manage all CARE Ministry-related activities in the church database entitled.

Manage Printed Materials:

- Brochures and inserts are updated each Spring and Fall
- Work with Communication Team for all printing
- On Thursday of each week refill the CARE Ministry main lobby brochure area for the weekend service.

Other CARE Groups and Events:

- Prepare for team meetings and events as directed.
- Communicate to all registrants in preparation for groups as directed
- Provide materials, name badges, and resources as directed.
- Schedule Kid Care, Audio/Visual Support, etc. as directed.

Connection Weekends:

- Facilitate and coordinate the representation of all CARE Ministries for Connection Weekends.
- Work with the staff to prepare and provide all necessary materials on behalf of the CARE Ministry
- Set up and manage tables in lobby groups on weekends and weeks thereafter

Berry's Assistant:

- Respond in a timely manner to all emails and phone calls
- Send all correspondence as directed
- Schedule appointments and events as directed
- Make phone calls on behalf of Berry as directed