

CARMEL BAPTIST CHURCH

Position Description

Men and Women's Ministry Assistant

Ministry Area:	Generations Ministry	
Reports To:	Small Groups Pastor	
Supervises:	none	FMLA: Non-exempt

SUMMARY OF THE BASIC FUNCTION

The Men and Women's Ministry Assistant's role exists to support all aspects of the Men's and Women's Ministries of the church by assisting the Men's and Women's Ministry team in the implementation of Carmel Baptist Church's strategies and programs.

GENERAL QUALIFICATIONS

Knowledge: High school diploma required. A strong faith, biblical foundation and a passion for Men's and Women's Ministries through the local church is preferred.

Experience: Must have administrative skills. Must also have experience in event planning. Experience in a ministry setting is preferred.

Skills: Must have proficient computer skills including word processing, spreadsheets, email, internet, and skilled working with databases. Must have good written and verbal communication skills to effectively communicate through various mediums including in-person, electronically, and over the phone. Must be able to work within a team environment. Must be able to clearly articulate the gospel.

Physical Demands/Work Environment: Vision, hearing, and speech are essential. Must be able to sit at a desk at least 30% of the time. Must be able to lift 25 pounds. Must be able to traverse from one end of the campus to the other for activity set-ups and prep. Must be able to work the hours and days/evenings necessary to complete the essential functions of the position, as scheduled.

Mental Requirements: Attention to detail and mental concentration are necessary for performing tasks, meeting deadlines and tolerating frequent disruptions. The ability to deal with stressful situations is necessary.

ESSENTIAL FUNCTIONS

- Adult Ministry Team Responsibilities
 - Coordinate hospitality needs for Bible Studies. (Tuesday and Thursday mornings.)
 - Help coordinate men's and women's ministries special events (The Carmel Collective - nights in January, Women's Gatherings, etc.).
 - Ensure that rooms and materials are available and ready for use for Bible Studies and events.
 - Provide a friendly and helpful response to members and guests who request information or assistance from the Men's and Women's Ministry team.
 - Attend ministry team meetings and administrative staff meetings.
 - Maintain an active listing of leaders and volunteers serving in the Men's and Women's Ministry.
 - Provide information to the Communications Team regarding website updates to the Men's and Women's Ministry Bible Studies, events and serving opportunities.
 - Schedule rooms for all Men's and Women's Ministry events.
 - Order, maintain and organize supplies and curriculum.
 - Reconcile expenses and credit card reports weekly.
 - Enlist and train volunteers to assist with various ministry administrative tasks.
 - Other duties as assigned.

- The ideal candidate will also have the following:
 - Heart for Men's and Women's Ministry
 - Servant's heart
 - Welcoming presence
 - Eye for detail
 - Desire for excellence
 - Ministry mindset
 - Resourceful
 - Problem Solver
 - Self-starter