

Faithbridge Church
Position Description

Position Assignment:

- **Title:** Care & Prayer Administrative Assistant
- **Ministry Area/Dept:** Care & Prayer/Ministries & Discipleship
- **Accountability:** Reports to Care Pastor
- **Staff Grade:** Part-time, Hourly, Non-Exempt

Summary of Position:

The Care & Prayer Administrative is responsible for support of the Care & Prayer ministry, including administration, registrations, room management, rosters, records, etc., as needed.

Purpose:

To partner with the Care & Prayer team in order to carry out the vision of Faithbridge by providing care and prayer for our congregants and community.

Essential Functions & Primary Tasks:

1. Rock:
 - Set up registrations
 - Room management – secure venue and room setup for meetings, funerals/receptions, groups, classes
 - Record attendance and update rosters
 - Update benevolence records
2. Keep inventory of all class books/materials and replenish/reorder as appropriate.
3. Set up rooms for classes/events (once facilities has furniture in place); return materials to storage after class (for evening classes, this task will be next morning)
4. Prep for regular classes:
 - Name tags
 - Sign-in sheet
 - Handouts
 - Gather materials needed for class setup
5. Send out weekly reminders for prayer schedule. Find replacements when people will be out.
6. Email/text reminders for meetings, classes, monthly 55+ luncheon, affinity group meetings.
7. 55+ Newsletter – collect information from various leaders (bus trips, affinity groups, etc.), compose and email monthly newsletter.
8. Monthly Birthday Texts
9. Alert Martha's Kitchen regarding current needs and keep inventory of frozen meals on hand.
10. Research needs:

- Visitation Team needs (includes homebound, assisted living, rehab, etc.) – determine and keep updated for future needs
 - Community resources for people in need (this may include legal, financial, homeless shelters, food pantries, etc.)
11. Update Comm Team regularly with calendar events for ministry areas and needed webpage changes
 12. Submit expense reports for George and Janice.
 13. Attend admin calendaring meetings (every two weeks, Tues @1pm-2pm)
 14. Attend StaffLink (3 x per month, Tues @ 10-11am)
 15. Attend Ministry Care and Prayer Ministry planning meetings

Skills and Educational Requirements

- Ability to communicate effectively in speech and in writing

Organizational Relationship

This position shall be directly accountable to the Care Pastor and the Executive Pastor. This position will have contact with volunteers, church attendees, paid staff, ministry partners, and community resources.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job description as outlined above, and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor.

Employee's Signature

Date

Print Name