

# **Adult Education Ministry Assistant**

## **Job Description**

Updated January 2012

*The Adult Education Ministry Assistant will be someone who loves the Lord and people and desires to serve the church by serving others in ministry opportunities.*

The primary responsibilities of the Adult Education Ministry Assistant will be two-fold:

Provide support to the ministries led by the Minister of Adult Education:

- Adult Sunday School
- Senior Adult Ministry
- Young Adult Ministry
- Adult Discipleship Classes
- Assimilation of members
- Shelby Systems

And

Under the supervision of the Minister of Adult Education, give direction to establishing and maintaining a comprehensive Women's Ministry which provides opportunities for the women of First Baptist Church to grow spiritually, develop friendships, and be ministered to.

The ongoing responsibilities of the Adult Education Assistant include but are not limited to:

- Serving as the first point of contact by welcoming guests, answering telephone calls, and scheduling appointments
- Assisting the Minister of Adult Education by:
  - Organizing the ministry calendar using Microsoft Outlook
  - Maintaining a work-friendly environment for the office staff by attitude, conversation & action
  - Coordinating ministry details such as:
    - Preparing calendaring/facilities requests for classes, meetings, etc.
    - Insuring that facilities are properly set up and ready for ministry classes, meetings, etc.
    - Providing administrative support for class leaders
    - Ordering class materials and supplies
    - Collecting, counting and coding money associated with the above mentioned ministries
    - Communicating with the office staff, church members, and guests
    - Creating, mailing/distributing, and managing promotional materials for ministry events, classes as well as the monthly Senior Adult newsletter

- Assist with overseeing classroom cleanliness, needed supplies, equipment, repairs, etc.
  - Become proficient in the utilization of the church database (Shelby Systems) to meet the needs of both the Minister of Adult Education and the ministry leadership she oversees
    - This includes working diligently in conjunction with the Minister of Adult Education to bring our membership records up-to-date
    - Establishing ways to utilize Shelby System for outreach and assimilation
  - Performing other duties as assigned by the Minister of Adult Education in supporting the ministries led by the Minister of Adult Education
  - Performing other duties as assigned by the Administrator, Office Manager, and Senior Pastor for the overall office operations and benefit of First Baptist Church
- Develop and expand a Women's Ministry
  - Provide Bible studies, prayer groups, and other means to aid spiritual growth and development
  - Plan and coordinate women's conferences, luncheons, service projects, and trips
  - Participate in and oversee special events and activities for women
  - Promote and publicize Women's Ministries activities in church bulletins, newsletters, and web sites.
  - Help develop the talents and abilities of women and to assist women in finding places of ministry within the local congregation.

Applicants for the Adult Education Assistant should possess the following:

- A relationship with Jesus Christ as their personal Lord and Savior
- Be an active member of a local church
- A professional and Christ-like attitude
- A heart for ministry – serving others as Christ served
- A general knowledge of:
  - Publisher
  - Microsoft Outlook
  - Microsoft Word
  - Microsoft Excel
  - Desire to learn ministry-based software
  - Desire to learn new computer skills
- A strong work ethic
- Ability to maintain confidentiality and keep conversation God-honoring in respect to all aspects of the job.