



## Ministry Support Team Member

**Vision:** The Ministry Support Team Member provides administrative support for the ministries of The Bible Chapel.

### General Responsibilities:

- Managing incoming calls, reception duties, etc.
- Provides support for assigned ministries in the following administrative ways: *printing, copying, construction of program materials for classes and events, building Power Point presentations, letters, bulk mailings, name tags, worksheets, etc.*
- Provides support for day-to-day production. This includes: *printing and distributing materials for each campus, program printing and distribution, and administrative production for weekend services, etc.*
- Work with other Ministry Support Team members to ensure the work as assigned is completed promptly
- Other Responsibilities: As assigned by Supervisor

### Spiritual Gifts:

Administration, Hospitality, Encouragement

### Experience:

The ideal candidate would be a believer in Jesus Christ and possess the desire to serve in a support position to the ministries of The Bible Chapel. Candidate should have ability to multi-task and should have good time management. Organization, friendliness, good communication, and being process oriented are essential skills for the Ministry Support Team.

### Time/Allocation:

Part time, hourly position

Hours: approximately 16 – 20 hours per week, Tuesday and Thursday plus flexible hours

### Accountability:

Ministry Support candidates must be a member of The Bible Chapel. The Ministry Support Team is supervised by the Director Media and Creative Projects.

\*This Job Description is subject to change at management's discretion.