

South Carolina Baptist Convention

Job Title	<i>Ministry Assistant</i>
Reports to	<i>Associate Director – Preschool & Children</i>
Status	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt (check one)

Job Purpose

Provides administrative support for developing, implementing, and evaluating vision and strategy for intentional spiritual development through the Generations Group – Preschool & Children’s Ministry.

Duties and Purpose

- A. Performs general administrative duties.
- B. Maintains personal SCBC time and expense records.
- C. Maintains general knowledge about Childhood ministry resources (Evangelism, Sunday School, Discipleship, Vacation Bible School, Church Weekday Education, Children’s Bible Drill.)
- D. Services group projects as assigned.
- G. Maintains and submits Event Worksheets for each assigned event.
- H. Maintain all Safety & Security records and reports.
- I. Assist in the coordination of all VBS, Weekday Education and Consulting Teams.
- J. Coordinates promotional and event materials as assigned.
- K. Mails brochures, free helps, and other information upon request.
- L. Maintains mailing lists for assigned group ministries on the Convention database.
- M. Orders materials as needed.
- N. Serves as Preschool & Children’s Ministry content author for SCBC website.
- O. Coordinates general office work with other ministry assistants.
- P. Maintains Preschool & Children’s Ministry financial records.
- Q. Processes group mail.
- R. Serves on Convention staff committees as needed.
- S. Performs other tasks as requested by the Childhood Ministry associate director.

Qualifications

Qualifications include:

- Preferably a college graduate, or the equivalent, with administrative skills and prior work experience.
- Skillful in relating to others with respect to sensitive business and personnel matters.
- Has the reputation for honesty, integrity, confidentiality, and responsibility in all matters.
- Possesses sound leadership skills and is results oriented.

- Committed to learning through opportunities such as educational seminars and regularly reading relevant material for personal growth, to keep current with issues and practices pertinent to area of work.
- Attends a continuing education seminar of three to five days at least one time every two years.
- Active member in a local Southern Baptist church.
- Committed to the promotion of the Cooperative Program.
- Trained in and actively engaged in witnessing and leading the lost to eternal salvation through the Lord Jesus Christ.
- Agrees to work within the parameters of the current *Baptist Faith and Message 2000*.
- Committed to the Great Commission Resurgence emphasis and the four strategic priorities: Evangelism; Missions Mobilization; Church Planting and Church Health Revitalization.
- Possesses a high degree of Christian maturity and character.

Working Conditions

Physical Requirements

While performing the duties of this job the employee is (note: reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions)

- frequently required to stand, walk, sit, bend, stoop, kneel, talk, hear, drive and ride.
- frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 40 pounds.
- required to use hands and fingers to feel, handle or operate objects, tools or controls; and to reach with hands and arms.
- required to have vision abilities that include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- required to have a valid driver's license, a safe driving record, and proof of automobile insurance.
- available to travel overnight occasionally to fulfill job responsibilities.
- able to use reasoning ability to carry out written and oral instructions and to deal with work-related problems in a variety of situations.

Direct Reports

Approved by:

Signature of the person with the authority to approve the job description

Preschool & Childhood Ministry Assistant

Date Approved:	<i>Date upon which the job description was approved</i>
Reviewed:	<i>Date when the job description was last reviewed</i>

Ideally, a job description should be reviewed annually and updated as often as necessary.