**South Carolina Baptist Convention**

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| Job Title | Part-time Ministry Assistant – Start Team |
| Reports to | Start Team Leader |
| Status | 🞏 Exempt ⌧ Non-Exempt (check one) |

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| Job Purpose |

Responsible for assisting the Start Team in organization and administrative tasks.

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| Duties and Purpose |

* Works alongside all members of the Start Team.
* Works with all other Convention teams in matters related to church planting.
* Assists with the management of all Start Team budgets by tracking up to date balances and projected expenses.
* Assists with submission and management of monthly expense reports for Start Team members.
* Keeps track of and handles communication and record keeping of funding agreements for church planters and residents.
* Assists with special projects and team events.
* Manages the collection of, communication about, and storing of quarterly church planter and resident reports.
* Performs other tasks as requested by the Start Team Leader.

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| 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.
* Able to read and create budget spreadsheets.
* Skilled in organization particularly relating to maintaining accurate records.
* Ability to adapt to the increased pace of work during busier times of the year.
* Active member in a South Carolina Baptist Convention church.
* Committed to the promotion of the Cooperative Program.
* Agrees to work within the parameters of the current *Baptist Faith and Message 2000*.

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| Working Conditions |

*If the job requires a person to work in special working conditions this should be stated in the job description. Special working conditions cover a range of circumstances from regular evening and weekend work, shift work, working outdoors, working with challenging clients, and so forth.*

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| 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.

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| Direct Reports |

None

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| Approved by: | *Signature of the person with the authority to approve the job description* |
| Date Approved: | *Date upon which the job description was approved* |
| Reviewed: | *Date when the job description was last reviewed* |