



Ministry Support Team Member - Campus

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

General Responsibilities:

- Assists Campus Pastor with administrative tasks
- 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, bulletin printing and distribution, uploading and working in ProPresenter for lyrics and slides for Wednesday night, and Saturday/Sunday services, etc.*
- Work with the Campus Pastor and other Ministry Support Team members to ensure the work as assigned is completed promptly
- Other Responsibilities: As assigned by Supervisor

Spiritual Gifts:

Administration

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 skills. Organization, friendliness, good communication, and being process oriented are essential skills for the Ministry Support Team.

Time/Allocation:

Part time, hourly position

Hours: approximately 10 hours per week

Accountability:

Ministry Support candidates must be a member of The Bible Chapel. The Ministry Support Team is supervised by the Director of Connections.

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

