

JOB DESCRIPTION

WOODSIDE BIBLE CHURCH

6600 ROCHESTER ROAD TROY, MI 48085

P : 248-879-8533

F : 248-879-8572

Position Title:	Administrative Assistant, Family Ministries
Department:	Campus Administration
Campus:	White Lake
Date:	December 2021
Supervisor:	Associate Pastor
FSLA Status:	Non-Exempt

Position Profile:

Under the direction of the Student and Kids Ministry Directors, the Administrative Assistant, Family Ministries, provides administrative assistance including clerical, database, phone coverage, emails, etc. for the Student and Kids Ministry programs.

Skill Set:

- Experience performing clerical/secretarial work
- Proficiency in Microsoft Word, Excel, Publisher, and Power Point
- Minimum requirement in typing skills/keyboard
- Maintains confidentiality with respect to records, conversations, and ministerial counseling
- Ability to relate to and work with Pastors/Directors
- Ability to relate to the general church family with a servant spirit
- In agreement with the Statement of Faith and Constitution, Mission Statement, vision and philosophy of Woodside Bible Church
- Ability to work independently and exercise judgment in order to analyze and investigate a variety of questions or problems

Competencies:

- Accepting Direction
- Critical Thinking
- Delivering High Quality Work
- Integrity/Ethics
- Interpersonal Skills
- Prioritizing and Organizing Work
- Serving Others
- Teamwork
- Using Computers and Technology
- Written and Verbal Communication

Experience Qualifications:

- Minimum of a high school diploma, with some college preparatory work desired
- 2-3 years of prior administrative experience desired

Duties and Responsibilities:

- Manages correspondence and other administrative tasks as assigned
- Keeps Master Calendar to be sure all programming is listed properly in FMX

- Performs duties and responsibilities in a manner to glorify Christ and further the mission and ministry purposes of Woodside Bible Church (Colossians 3:23, 24)
- Manages Ministry Platform (church database) contacts, attendance, etc.
- Arranges Groups and Reports using Ministry Platform
- Organizes monthly credit card statements
- Follows Child Protection Program procedures, working with Child Protection Program Coordinator
- Other responsibilities assigned by Student and Kids Ministry Directors, Associate Pastor and Campus Pastor

Spiritual Responsibilities:

- Ensures that all actions performed within the context of this job position accomplishes and furthers the mission, vision, and values of Woodside Bible Church (Belong, Grow, Reach).
- Incumbent adheres to the Statement of Faith as established and approved by Woodside Bible Church.
- Incumbent is a member in good standing, participates in praying, giving, serving, worshiping and attends special events as an active member of the church.

Disclaimers:

Other duties as required may be added or changed. This job description does not constitute a contract for employment.

PROPOSED REVIEWED BY		DATE	
APPROVED BY		DATE	

