

## **Cornerstone Ministry Assistant** *Job Description*

### **Position**

The ministry assistant for Cornerstone Presbyterian is a part time position. The ministry assistant will use personal knowledge and skills to determine how best to approach each assigned area of responsibility and complete the necessary tasks. The person will receive guidance from the pastor, and for certain responsibilities, from the deacons.

### **Hours**

This is a position with a maximum of twenty-five hours per week, which may vary from week to week. The ministry assistant will determine, in consultation with the pastor, how many hours are needed for the week to accomplish tasks and will be responsible to log hours each week.

### **Remuneration**

Wages will be paid bi-monthly at an hourly rate of \$20 per hour, or commensurate with experience (negotiable).

### **Qualifications**

- A Christian who is able to align with the mission and ministry of the church
- Administration
- Friendly, patient, and effective communicator (oral and written) with a wide variety of people
- Problem solving: takes initiative to find solutions that serve to meet ministry goals
- Facility with technological tools, including a willingness to learn
- Adaptability: is open to change and willing to perform a variety of tasks as needed

### **Supervision**

The ministry assistant will report to the pastor. Work will be conducted remotely with occasional staff meetings and tasks at the church or some other location as agreed upon.

### **Responsibilities**

- Update announcements in the worship guide
- Compile and track weekly worship statistics
- Advise and serve as a resource for volunteers to help them achieve ministry success
- Print and stock visitor cards in the sanctuary
- Track completion of background checks
- Review office voicemail and forward to appropriate persons
- Liaison with the school
- Slack
  - Post and update prayer requests
  - Publicize events
  - Post announcements and reply to inquiries as necessary

- Answer any ministry questions, as appropriate
- Maintain website
  - Update information on the website as necessary
  - Respond to inquiries directly or direct them to the appropriate person, including maintaining and updating automated processes
  - Update photos
  - Upload weekly sermon recordings
- Oversee and advise volunteers and track supplies
  - Maintain communion preparation list and recruit volunteers
  - Maintain sound service list and recruit volunteers
  - Maintain greeter list and recruit volunteers
  - Maintain livestream service list and recruit volunteers
  - Stock cleaning, coffee, and potluck supplies
  - Stock office supplies
  - Secure a fill-in accompanist when our main accompanist is unavailable