



## JOB DESCRIPTION

**Job Title:** Administrative Assistant

**Department:** Ministry

**FLSA:** Non-Exempt

**Manager/Director:** Senior Pastor

**Date Approved:**

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Freewill Missionary Baptist Church is making a lasting difference around the world by leading people to become fully devoted followers of Christ. We are one church meeting locally and nationally at FMBC Online. We are a ministry that exist to Engage, Equip and Empower the people of God.

At Freewill Missionary Baptist Church (FMBC), ministry is at the heart of who we are and what we do. Fulfilling Gods great commission through a spirit of excellence allows us to be a place where all people can *Believe, Belong, Become* and *Build*. Ministry happens beyond the walls of the church every day. The responsibility of the **Administrative Assistant** is to support in the overall administration, coordination and execution of the day-to-day affairs of the ministry. Additionally, the position is to help lead others to live in a way that glorifies our Heavenly Father, continually praising God for His love and goodness.

### Summary of the Job:

The role of the **Administrative Assistant** is to provide administrative, organizational and efficient support to the Senior Pastor and other FMBC Ministry leaders. The Admin. Asst. will also provide logistical support in the overall internal and external infrastructure of the Ministry and all related activities and groups as well as provide occasional support to all FMBC auxiliary leads. This position is highly tactical and administrative in nature, but also people-intensive. The **Administrative Assistant** is responsible for assisting the Senior Pastor with guarding the spiritual culture / character of the ministry.

### Essential Functions and Responsibilities:

- Serve as first point of contact for Senior Pastor, answering phones and meeting public (*as needed*)
- Assist in coordinating the Senior Pastor's schedule, making appointments and daily reminder calls.
- Communicate to senior leaders regarding meetings or any information that needs to be shared with the team, usually via email.
- Prepare correspondence and reports for Senior Pastor and other ministry leaders
- Maintain church calendar, scheduling meetings, conferences, etc.
- Schedule and plan Senior Pastor's ministry travel (*when needed & appropriate*)
- Plan and prepare meeting and/or event materials for leaders.
- Maintain church files; keeping ministry records organized and accessible.
- Provide support to Ministers, Deacons and Trustees.
- Attend and take minutes for all leadership meetings.
- Weekend duties as needed to help support efficient and effective services.

- Aid and support administratively in the coordination and logistics for ministry events.
- Handle communication with guest speakers and collect information for use of the ministry
- Coordinate and schedule travel (*air and ground accommodations*) for speakers as needed.
- Coordinate (*schedule*) monthly minister's meetings and bi-monthly leader's meetings.
- Provide Technology support and leadership for the Church/Member Management platform.
- Assess existing systems and processes for effectiveness and efficiency.
- Recommend improvements that could benefit the effectiveness and efficiency of FMBC.

#### **Leadership Responsibilities:**

Provide **influence** leadership, discipleship and collaborative support to ministry leaders (*Ministers, Deacons, Trustees and Auxiliary Leads*)

#### **Other Duties and Responsibilities:**

- Must possess and exercise the ability to hold in confidence member and other sensitive information only sharing with Senior Leaders on a need to know basis.
- Aid in the support of FMBCare by serving, receiving and disseminating Care member info
- Assist with the creation of teaching and training materials and facilitation of training as needed.
- Monitor and report monthly defined measurable.
- Aid in Pastoral and Ministerial responsibilities.
- Requires ongoing personal development.

#### **Position Type and Expected Hours of Work**

The **Administrative Assistant** position is full-time. The standard days and hours of work are Monday through Friday with weekend hours. Work hours are a minimum of 40-hours per week but may vary depending upon the needs of the ministry. The duties of this position are required to be performed at the worksite with potential for traveling throughout the community.

#### **Travel**

Dependent upon the needs of the Ministry, the **Administrative Assistant** may travel up to 20%, locally within the community utilizing their own personal vehicle.

#### **Position Requirements:**

- 2-year degree in Administration or Ministry; or equivalent work experience, required.
- Ability to build relationships, required.
- Strong organizational, execution focus, problem-solving, and interpersonal skills, required.
- Must have a strong work ethic, be proactive, and be able to manage multiple tasks simultaneously and effectively, required.
- Highly developed communication skills; articulate verbally and in writing; ability to synthesize information into well summarized documentation and presentations, required.
- Must have a valid state driver's license and a clean driving record, required.
- Proficiency with Microsoft Office programs, such as Excel, Word, Outlook, PowerPoint, required.

#### **Attributes:**

- Love God and Gods people
- Positive attitude with the Heart of a servant
- Fun, enjoyable and loyal
- Share the vision of Freewill Missionary Baptist Church to fulfill the Great Commission with integrity and passion.

- High capacity multi-task individual comfortable working independently without constant supervision.
- Highly self-motivated and directed with strong interpersonal skills.
- Accept constructive coaching as learning opportunities.
- Effectively prioritize and execute tasks in a high-pressure environment.

**Extent of Public Contact:**

- Daily contact with members of FMBC.
- Consistent communication with FMBC Pastors, Ministers, Deacons, Trustees and members.
- Consistent communication with FMBC Auxiliary leads.
- Consistent contact with ministry platform vendors.

**Work Environment**

This job operates within the Ministry environment. This role provides administrative and logistical support in the overall internal and external infrastructure of the Ministry and all related activities and groups.

The noise level in the work environment is usually moderately loud.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit, talk or hear. The employee is frequently required to use hands to finger, handle, or feel and is occasionally required to stand; walk; reach with hands and arms; to climb or balance; and stoop, kneel, crouch or crawl.

This position is occasionally required to lift up to 25 pounds. Proper lifting techniques are required.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Spiritual Expectation:**

- To be a Tither (*Leviticus 27:30*)
  - At Freewill we practice tithing for the support of Christ's Body, the church as God commands. We recognize that giving 10% of our income is the biblical standard of giving.
- Attending Service and Bible Study (Hebrews 10:25, 2 Timothy 2:15, Luke 10:38-42)
  - Your Spiritual Growth is the number one priority. What you do as part of the FMBC Ministry should be fueled by your ongoing spiritual development. Worship can never take a backseat to Work. Worship and Bible Study must be non-negotiable for all FMBC Staff and Ministry Leaders.
- To Disciple others to replace you (Exodus 6:6-7)
  - The true measure of leadership is how you disciple others. FMBC's commitment to the Great Commission involves you. You should be intentional about identifying and developing other auxiliary members and potential FMBC Team members to serve in your role.

*The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills, and physical demands and may change at any time with or without notice.*