



MINISTRY COVENANT

Mission: ALL Making Disciples of ALL

Strategy: Worship, Learn, Serve, Play

Core Values: Word, Discipleship, Honesty, Kindness, Service, Community

Our mission of **ALL Making Disciples of ALL** is accomplished as we worship, learn, serve, and play together. Your contribution of service on the Administrative Team is vital to the fulfillment of the mission of the church. As an **Administrative Associate** you will provide clerical support to the pastoral team and the Body to enable operations to run smoothly.

MINISTRY TEAM: Administrative Team

ROLE: Administrative Associate

GOAL: To provide multifaceted administrative support to ensure the smooth operation of the church

DIRECT REPORT: Administrative Team Coordinator

PASTORAL TEAM LEADER: Ally Beardsley

POSITION REQUIREMENTS:

- Must have completed new members classes (Discovering Jacob's Well)
- Must be enrolled in and actively participating in Discipleship Classes, levels 1-3
- Must be faithful in attendance to church services and a small group
- Dependable
- Working knowledge of basic computer software and hardware
- Basic typing and data entry skills
- Organizational skills
- Bonus: Proficient in Microsoft Word, Excel, and PowerPoint; good grammatical and communications skills



JOB DESCRIPTIONS & RESPONSIBILITIES:

- Schedule classes, meetings, and teams
- Answer telephone and direct calls to the appropriate person
- Transmit email and text communications
- Prepare material for groups, classes, meetings, and events
- Work in coordination and unity with other teams
- Other duties as assigned

TIME REQUIREMENT:

- Approximately 5-10 hours per month (time varies depending on particular responsibilities)

In the spirit of our core values, I understand my role of responsibility and commit to fulfilling this ministry covenant in service to God and to the body of Christ.

Covenant Member Signature

Print Name

Date

Coordinator Signature

Print Name

Date