



## MINISTRY COVENANT

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Mission: **ALL** Making Disciples of **ALL**

Strategy: Worship, Learn, **Serve**, Play

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

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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:** Lela Cooper

**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 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 fulfill this ministry covenant in service to God and to the body of Christ.

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Covenant Member Signature	Print Name	Date
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Pastoral Team Member Signature	Print Name	Date
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