

Beaver Dam Baptist Church

Job Description// Family Ministry Assistant

Roles:

- Assist the Family Ministry Team to reach families for the name of Christ. (Full-Time)

General Expectations:

- Demonstrate commitment as a mature Christ-follower, to personal spiritual development through regular Bible study, prayer, and Christian service.
- Exhibit leadership qualities and an ability to work well with different types of personalities.
- Exercise discernment, wise judgment, and confidentiality.
- Provide attention to detail with the expectation of excellence.
- Show leadership by being a self-starter who is good at multi-tasking and prioritizing projects.
- Meet the public in a friendly, helpful, and courteous manner.
- Perform routine office duties
 - Answer the phone when needed (Phones begin at the receptionist desk and roll over if unanswered)
 - Answer the door as needed
- Help other assistants as needed (learn some of their tasks so you can help when they are out of the office.)

Family Ministry Tasks include:

- Maintain records and information for Sunday School, Wednesday Nights, Discipleship Groups, and Life Groups.
 - Responsible for keeping records up-to-date and tracking attendance.
 - Make sure teachers have visitor information.
 - Email weekly stats to office staff.
 - Make sure all education spaces are clean and have appropriate tools.
 - Make sure signage is up-to-date.
 - Order materials and distribute in a timely manner.
 - Assist teachers in any way possible.
 - Promote and clean rolls as needed.

Weekly

- Email the Director of Finance & Administration each Monday numbers from SS, ETC, and CC.
- Enter and update visitor information into Realm.
- Work with Communication Ministry Assistant to publicize all events and activities within the Family Ministry.
- Make sure Television slides are up to date and running on Wednesdays and Sundays.
- Print and distribute SS rolls and notebooks.
- Work with the Family Team in keeping portions of the website up to date.
- Maintain Extended Teaching Care (ETC) volunteer list.
 - Send weekly reminder cards to volunteers for ETC
 - Work with ETC Coordinators to staff rooms for Sundays
 - Attend ETC meetings as scheduled with volunteers
- Send all events and setups to the Director of Finance & Administration for the calendar.
- Print and distribute Wednesday night materials and make kiosks and printers are set up and working before WNK begins.

As Needed

- Keep each pastor on top of monthly birthday cards as well as mail cards.
- Create Life Group and Discipleship Groups in Realm.
- Order devotional publications and distribute in a timely manner each month and quarter (adjust quantities as needed so as not to waste resources).
- Promote Sunday School rolls each year.
- Keep updated medical release forms for students for every event.
- Maintain Family Team ministry calendar.
- Call High School to get copies of Sports Schedules, Prom Dates, and Winter Formal Dates, keep an updated copy of the Knox County School Schedule, and Keep an updated schedule of UT football dates. We have to plan around all these events.
- Work with the Student Pastor and Children's Pastor to form budgets.
- Make Marriage Counseling Notebooks as needed.
- Prepare event notebooks.
- Create bulletin boards of upcoming events.
- Filing as needed.
- Work with the Student Pastor and Children's Pastor to keep the Education Building clean and organized.
- Create and mail postcards and letters as needed for events.
- Communicate updates and announcements to Sunday School teachers & small group leaders.
- Send thank you notes as needed.
- Schedule meetings as directed by Family Team pastors and contact those who need to attend.
- Make sure background checks are up-to-date for workers on all 3 floors.
- Send birthday cards.

Event Planning and Preparation:

- Work with the Children's Pastor, Student Pastor, and Family Pastor to accomplish all events & activities.

Work Schedule

Scheduled work occurs primarily during the following times:

- Monday-Thursday 8:00 a.m. to 4:30 p.m.

Supervision:

Supervisor - Family Pastor

The Family Ministry Assistant is expected to work roughly 32 hours a week and is expected to keep the Family Pastor up to date on their whereabouts.

If after reviewing our church beliefs and this job description you feel that you are a good candidate for the position we encourage you to apply by emailing your resume to Katie Green kgreene@bdbc.org or Scott Hood shood@bdbc.org