



Title: Administrative Assistant to Groups Ministries
Department: Groups Ministries
Revision Date: September 1, 2020

Purpose / Position Overview

This position will serve as an administrative staff person in the Groups Department managing the administrative tasks of Life Group and Renewal Ministry Teams.

Spiritual Requirements;

1. Affirmed and approved by the church (FBC) as a recognized member of the church body.
2. Willingly submits to the FBC Membership Commitment taught in the 101 Blueprint Class.
 - Protect the unity of the church (Romans 15:5; 1 Peter 1:22; Eph. 4:29; Heb. 13:17)
By acting in love toward other members
By refusing to gossip
By following the leaders
 - Share the responsibility of the church (1 Thess. 1:2, Luke 14:23, Romans 15:7)
By praying for its health and growth
By inviting the unchurched to attend
By warmly welcoming those who visit
 - Serve the ministry of the church (1 Peter 4:10; Ephesians 4:11-12; Philippians 2:3-4)
By discovering their gifts and talents to minister to others
By being equipped to serve by the pastoral staff
By developing a servant's heart
 - Support the testimony of my church (Heb. 10:25; Philippians 1:27; 1 Corinthians 16:2)
By attending faithfully
By living godly
By giving regularly

General Areas of Responsibilities

To support **HOMOTHUMADON** (*rushing along in unison, Acts 2:46; 4:24; 5:12; 8:6; 1:25) in my work;

- **To support the Common Purpose & Vision of FBC; To magnify God's glory at the return of Christ by presenting every member of our church family fully mature in Him and seeing them fully rewarded for a life well spent serving His Kingdom.** (Mat. 16:24-27; Col. 1:28-29; 2 Cor. 5:10; & 1 Thess. 2:19-20). I will focus my ministry key result areas in this Purpose & Vision
- **To support the Common Mission of FBC; To see God save people through a movement of the gospel that eventually transforms Eugene/Springfield in every dimension-spiritually, socially, and culturally-and then, through E/S, the world, as we partner with Jesus Christ by being disciples who make disciples.** I will focus my ministry key result areas on this Mission.

- To support the Common Strategy of FBC; *Disciples are not made in a vacuum but in the context of authentic relationships lived out in a caring community that is on mission with God. To facilitate this process, we will provide **five key environments** where **missional community** is nurtured-large, medium, and small gatherings along with individual time with God. I will focus my ministry outcomes to create &/or support these 4 areas and to be personally involved in each one.*
- To share common possessions; *In order to realize our “Common Purpose & Vision” and fulfill our “Common Mission,” as it is fleshed out in our “Common Strategy,” requires that each of us generously shares “Common Possessions out of our God-given resources (time, talents & treasures). I will focus my ministry and outcomes to create, support and encourage others in the sharing of common possessions. I will also be personally involved in each one.*

Specific Duties

To the Life Groups Team

- Maintain the Life Group website, leader/coach databases, and group metrics
- Develop and maintain a Life Group master calendar including scheduling, coordination, sign-ups, and communication for meetings, trainings, and events
- Coordinate hospitality for all events/meetings as needed
- Help create, assemble, and print curriculums and training manuals
- Assist with online ministries including helping coordinate online groups and helping with tasks related to online leader training
- Assist with encouragement efforts (gifts, kickoffs, celebrations) for LG leaders and coaches as needed

To the Renewal Ministries Team

- Maintain coordination and scheduling of all Renewal Ministry classes/support groups meeting in person or on zoom
- Maintain database of all RM leaders and assist with efforts to encourage leadership team (thank you gifts, kick-off and celebration dinner/gatherings, etc)
- Maintain/update online presence through Renewal Ministry Website, Facebook, Instagram and Twitter
- Maintain/update all promotional and marketing materials onsite and online
- Assist in preparation for all trainings and events
- Assist in the coordination of Renewal Ministry Highlight Month

To the Seniors Ministries Team

- Assist with communication and support Senior Life and Times Newsletter, Monthly One Church-One Day Prayer dissemination
- Assist with supporting Senior Life Volunteer Teams, Programs and Events (promotion, registration, facilitation, communication, lobby table support)

To the Groups Team

- Be available to assist the Groups Pastors with administrative needs and special projects
- Be proactive in resolving personal conflicts through healthy communication (no gossip Matt. 18, no conflict resolution through technology), personal reflection (1 Cor. 11:28), active listening (James 1), honest apology and/or forgiveness when wronged.

To the FBC Family and Eugene/Lane County/Global Community

- Pray regularly for the health and impact of FBC Groups Ministry
- Understand and communicate “why” and “how” the Groups ministry fits into FBC’s mission & vision (i.e., *Homothumadon*).
- Pray regularly for the local and global impact through FBC Eugene members

Special Character traits/gifting needed/required

- Possess excellent oral and written communication skills
- Proficiency in MS Office (Excel, Word, Access), Google Docs, Google Calendar and publishing software.
- Willingness to learn and effectively utilize church software tools and web page management.
- Strong organizational skills with the ability to multi-task
- Attention to detail and problem solving skills
- Be able to organize and manage a busy office, coordinate volunteers, and maintain schedules, logistics and resources with ease and grace
- Ability to prioritize workload, meet deadlines, manage projects
- Ability to work effectively and efficiently with others in a team environment
- Ability to use discretion when dealing with volunteers
- Ability to be flexible and servant-oriented
- Bi- or multi-cultural experience preferred
- Heart and commitment to keep learning and growing in Jesus

Any Additional Ministry Areas / Special Assignments (As applicable)

- Fulfill any and all other responsibilities as needed or assigned by the Groups Pastor

Directly Reports to;

Sandy Park, Groups Pastor

Terms of Employment

- Agree to abide by all policies and procedures as outlined in FBC the personal policy manual.
- This position requires membership and regular attendance at First Baptist Church
- The hours of the position are 15 hours per week (Mon-Thur with flexibility dependent on ministry needs).

Employee/Staff Acceptance Signature

Signature of Appropriate Pastor/Supervisor

Date: _____

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned or negotiated to meet the ongoing needs of the organization. From time to time this job description may be modified, changed, added to, or reduced.