



Ministry Assistant Ministry Description

Overview:

The Ministry Assistant serves Northstar Church by providing administrative support to members of the Ministry Staff Team, enabling the ministries they lead to disciple people more effectively. The Ministry Assistant will also work alongside the Pastoral Administrative Assistant in managing the Northstar Church office.

Context:

It is important to see the ministry role in the context of the overall Northstar vision and mission, as well as understanding our ministry philosophy of "be the church" and our leadership philosophy of "giving the ministry away."

The Ministry Assistant will work alongside members of the Ministry Staff Team to assist them in developing, implementing, and sustaining programs in their various ministries. Additionally, the Ministry Assistant will work with the Pastoral Administrative Assistant to ensure the Northstar office is able to run efficiently. This position, like other staff positions, works in seamless cooperation with other staff to lead people to faith in Christ and help them mature in their faith so that they become joyfully involved in making other disciples.

Position Priorities:

1. Provide administrative assistance to all Ministry Staff Team members:

- Attend all Ministry Staff meetings.
- Attend weekly Admin Team meetings.
- Keeping an eye on all ministry schedules to make sure there are no conflicts.
- Assist when needed with any projects assigned.
- Help push projects and events to completion.
- Assist with meal planning for any ministry events.
- Prepare documents, reports, and meeting materials.
- Help coordinate logistics for special services, meetings, and classes (be present, order food, print items, etc.).

2. Assist the Pastoral Administrative Assistant in the following ways:

- Stock and purchase admin office supplies.
- Check phone messages daily.
- Coordinate schedules to make sure someone is always available at the front desk.
- Filter all office mail (email or snail mail).
- Support coordination of staff meetings, take notes and follow-up action items.
- Staff retreat planning.
- Advent schedule and candle supplies.
- Easter service planning and help.
- Be available every Sunday to step in and address any hiccups as needed.

Qualifications:

- Covenant member of Northstar Church.
- Practice faithful financial stewardship to Northstar Church.
- Affirm the *Baptist Faith & Message* doctrinal statement.
- Strong organizational and leadership skills.
- Self-motivated.
- Good communication skills.
- Proficient with or able to learn:
 - Google Workspace
 - Planning Center Online
 - Asana

Expectations:

- Demonstrate a love for Jesus Christ, a commitment to obedience of His Word, and the ability to practice servant leadership.
- Be present and punctual for “All Staff” and “Ministry Staff” meetings, worship services and church-wide functions. Otherwise, ample notice with supervisor approval should be given, with the exception of illness.
- Be flexible, when called upon, to assist in other areas of church operation to enhance overall ministry.
- Act in a Christian, biblically-guided manner, upholding the integrity of the staff, church and our Lord.

Accountability:

- Primarily accountable to the Lord, performing ministry and leadership with enthusiasm and seeking to please Him.
- Secondarily, accountable to the Associate Pastor.
- The Ministry Assistant will be a member of the Support Staff Team.
- The Ministry Assistant will meet regularly with the Associate Pastor; these meetings will range from personal growth to ministry updates/tasks.