



# ILLUMINATE

## COMMUNITY CHURCH

### **JOB DESCRIPTION**

### **MINISTRY SUPPORT SPECIALIST**

**JOB TITLE:** Ministry Support Specialist

**REPORTS TO:** Administrative Director

**HOURS/WEEK:** 25 hours/week

**FSLA DESIGNATION:** Non-exempt

**STAFF CATEGORY:** Support Staff

**ILLUMINATE'S OVERALL MISSION:** We exist to light people's way to a life-changing relationship with Jesus.

**ILLUMINATE'S OVERALL VISION:** To be used by God to create redeeming communities of Christ followers now and for future generations in our city.

**SUMMARY OF POSITION:** The Ministry Support Specialist supports multiple ministries within Illuminate as assigned by the Administrative Director. They work closely with their assigned ministry leaders on monthly, weekly, and yearly tasks, projects, and initiatives to ensure ministry effectiveness and impact. They are often the first touchpoint for guests, visitors, and church members. At times, they assist, support, and represent all ministries at Illuminate as a whole, collaborating with others to achieve ministry goals across the church.

**RESPONSIBILITIES:** Specific responsibilities include but are not limited to –

- Provide a welcoming environment and first-class experience for all visitors, guests, and church attendees who call, e-mail, or walk through our doors.
- Provide excellent support to all ministry leaders and staff members.
- Accept ministry correspondence and resources, ensuring effective delivery.
- Help organize and execute ministry processes and protocols.

- Work with ministry leaders on regular weekly projects or tasks, as well as seasonal events and projects, as assigned by the Administrative Director.
- Keep essential and relevant information updated, organized, and centralized so that various staff teams can access and utilize it.
- Perform administrative duties such as answering phone calls, copying, cutting, and binding materials. Stocking the copy room as well as the staff kitchen.
- Assist in planning, ordering, setting up, and cleaning monthly ministry meetings.
- Be another “set of eyes” when walking through the building, tidying up as necessary, and communicating with the proper staff member when something needs to be addressed throughout the building.
- Assist in various tasks having to do with monthly ministry or church-wide events.
- Make volunteer nametags when requested.
- Inform the Administrative Director when supplies are low and/or need ordered.
- Have effective communication with their supervisor regarding workload, obstacles, needed clarity, or resources.

### **QUALIFICATIONS:**

- Strong work ethic; excellent communication skills; Team player; ability to learn fast and execute quickly.
- Excellent organizational skills, communication skills, and customer service skills
- Ability to work independently and as a team to meet deadlines.
- Ability to multi-task efficiently and work on multiple projects at a time.
- Servant hearted.
- Humble and teachable
- Working knowledge of Microsoft Office (Word, Excel, Outlook)

### **NEEDED ATTRIBUTES:**

- A commitment to Jesus Christ and a life that demonstrates consistency with biblical standards, including compatibility with the church’s statement of faith and its governing values.
- High level of personal and professional integrity
- Demonstrate a high degree of loyalty and the capability of protecting the confidentiality of sensitive matters related to the church organization.

### **PHYSICAL DEMANDS:**

Constant sitting, standing, moving, and viewing of screens. Occasional lifting of 20 pounds or more.

***Please send resumes or inquiries to [info@illuminatecommunity.com](mailto:info@illuminatecommunity.com)***