



Ministry Support Team (MST)

Vision: The Ministry Support Team Member provides administrative support for the ministries of The Bible Chapel.

General Responsibilities:

- Manages incoming calls, reception duties, etc.
- Provides administrative Support for the Management of FMX (Facilities Management System) scheduling requests
- Provides support for assigned ministries in the following administrative ways: printing, copying, construction of program materials for groups and events, building Power Point presentations, letters, bulk mailings, name tags, worksheets, etc.
- Provides support for day-to-day printing production as needed.
- Work with other Ministry Support Team members to ensure the work as assigned is completed promptly
- Other Responsibilities: As assigned by Supervisor

Spiritual Gifts: Administration, Hospitality, Encouragement

Experience: The ideal candidate would be a believer in Jesus Christ and possess the desire to serve in a support position to the ministries of The Bible Chapel. The candidate should have the ability to multi-task and have good time management. Organization, friendliness, good communication, and being process-oriented are essential skills for the Ministry Support Team.

Time/Allocation:

Part time, hourly position

Hours: up to 29.5 hours per week

Accountability: Ministry Support candidates must be a member of The Bible Chapel. The Ministry Support Team is supervised by the Director of Ministry Support.

*This Job Description is subject to change at management's discretion.