



Ministry Support Team Member – Creative Arts

Vision: The Creative Arts Ministry Support Team Member provides administrative support for the Creative Arts ministries of The Bible Chapel as well as other ministries as needed.

General Responsibilities:

- Managing incoming calls, reception duties, etc.
- Provides support for assigned ministries in the following administrative ways: printing, copying, construction of program materials for classes and events, building Power Point presentations, letters, bulk mailings, name tags, worksheets, etc.
- Provides support for day-to-day production. This includes printing and distributing materials, program printing and distribution, and administrative production for weekend services, etc.
- Work with other Ministry Support Team members to ensure the work as assigned is completed promptly
- Aid with preparation for Creative Arts special events to include concerts, Christmas and Easter services and holiday events. Attend meetings scheduled by the Creative Arts team as needed.
- 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. Candidate should have ability to multi-task and should 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: approximately 16 – 29 hours per week

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

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