



## Ministry Support Team (MST)

Are you a team player driven by a sense of urgency? Is follow-through your most valuable asset? Would your friends and family describe you as a multi-tasking, organized, and self-disciplined individual who is energized by fast-paced change? If you answered yes to these questions, We NEED you on our TEAM!

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 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.
- Proficient in Microsoft Office and knowledge/understanding of Adobe software is a plus
- Provides support for day-to-day production as needed. This includes printing and distributing materials for each campus, 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
- 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: 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 Ministry Support Team Manager.

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