



CARE MINISTRIES ADMINISTRATIVE ASSISTANT POSITION DESCRIPTION

TITLE: Care Ministries
Administrative Assistant

REPORTS TO: Lead Pastor

PAYROLL STATUS: Hourly

HOURS: 10 hours/week

LOCATION: East Campus

MISSION *To share the grace and truth in Jesus Christ as He is changing our lives*

VISION *To see the life and message of Jesus transform hearts, homes and cities*

CORE VALUES *Jesus and God's Word, Grace and Truth, Disciples Making Disciples*

I. POSITION SUMMARY

To provide administrative support to Triumph Care Ministries, which include the Deacons, Parish Nurses, Befrienders, and Prayer Ministry.

II. RESPONSIBILITIES

The Lead Pastor will assign all tasks and responsibilities. Below is a description of base responsibilities for the Care Ministries Administrative Assistant. Other tasks will be assigned as needed.

A. GENERAL RESPONSIBILITIES RELATED TO CARE MINISTRIES

- Manage the Planning Center On-line data base for the Care Ministries and provide reports to ministry teams when requested.
- Process the prayer requests that come to the church via connection cards, the web-site, e-mails, phone calls, drop-ins, etc. and direct them to the appropriate places.
- Assist in creating and maintaining publications, brochures, advertisements, etc. including social media

B. DEACON ADMINISTRATIVE SUPPORT

- Direct the Deacon Requests for Assistance that come to the church to the appropriate pastor, elder or deacon and facilitate any communication required to make a decision on how to respond to the request.
- Organize and keep current all records of requests made and any action that was taken.
- Take minutes of the monthly Deacon meetings and manage the filing and distribution of those minutes.
- Provide administrative support for Deacon projects and special events such as "Chili Cook-off", "Winterize Your Car", "Giving Tree", "Triumph Helps", etc.
- Assist in creating schedules and communicating reminders for anniversary of death visits.

C. PARISH NURSE ADMINISTRATIVE SUPPORT

- Assist the Parish Nurses with visitation record management
- Notify the Parish Nurses when the church is made aware of situations that call for a Parish Nurse visit
- Provide the Parish Nurses with administrative support for events such as Baby-sitting seminars

D. BEFRIENDERS ADMINISTRATIVE SUPPORT

- Assist the Befrienders with visitation record management
- Assist the Befrienders with administrative support for their scheduling and training classes

E. PRAYER MINISTRY ADMINISTRATIVE SUPPORT

- Manage and triage the prayer requests that come to the church and distribute them to the appropriate people, such as the prayer chain and weekly list of prayer requests.

III. KEY REPORTING WORKING RELATIONSHIPS

- Report to East Campus Pastor
- Relate to the Pastors and Care Ministry Leaders

IV. POSITION QUALIFICATIONS

- Demonstrates a vibrant and growing relationship with Jesus Christ. This demonstration includes:
 - Acknowledgment of the Lordship of Jesus Christ in his/her life.
 - Commitment to intentionally pursue maturity in her relationship with God through personal devotions, active attendance in worship services, and involvement in accountable relationships.
 - Commitment to avoid any lifestyle choices that would compromise his/her testimony.
- Skilled relationally in interacting with people of a variety of ages, backgrounds, and experiences.
- A level of personal wholeness, reflected in a genuine experience of living in the grace of God, so that ministry to hurting individuals does not pose a danger to either those extending or receiving care.
- Teachable spirit, seeking to grow and develop both personally and professionally.
- Willing to work in agreement with Triumph's statements of faith, mission, purpose, and core values.
- Knowledge, Skills and Gifts:
 - Must exhibit a respect for people of all ages and life circumstances. This will be reflected in how people are treated in their encounters with the church office. Personal relational gifts and abilities should include approachability, active listening, compassion, wisdom, discernment and encouragement.
 - Must exhibit excellent organizational skills and attention to detail.
 - Must be able to work with a larger ministry team.
 - Must be able to maintain and protect confidentiality.
 - Must have excellent written, verbal and time management skills.
 - Must be able to learn ministry related computer software as assigned.

V. CONDITIONS OF EMPLOYMENT

- Exhibits a meaningful and growing personal relationship with Jesus Christ.
- Models the Biblical standard of personal conduct and lifestyle.
- The Care Ministries Administrative Assistant must profess to have a personal relationship with Jesus Christ as Lord and Savior. This person must be willing to work in harmony with Triumph’s Statement of Faith and Statement of Purpose.
- It would be preferred that this individual attends Triumph and is seeking to become a member - if not currently a member - of Triumph.
- Supports and adheres to the Constitution and Bylaws of Triumph Church.
- Supports and adheres to the Elder Board Policies and assists in the administration thereof.

VI. HOURS AND COMPENSATION:

- This is a part-time position (number of hours indicated above) which will entail working some evenings and weekends.
- Compensation will depend on experience and timesheets will be turned in to record hours worked.
- Employment relationship is outlined in Triumph’s Employee Handbook.

VII. PHYSICAL REQUIREMENTS/WORKING CONDITIONS

- Requires the ability to travel
- Requires the ability to lift 20 lbs
- Requires prolonged sitting, walking, standing, bending, lifting, stooping and stretching

The duties described above are the general nature and level of work to be performed but are not intended to be a complete comprehensive list of all the duties.

Updated: 7/25/2018

Care Ministries Administrative Assistant _____ date _____

East Campus Pastor _____ date _____