



**Third Coast Community Church exists to  
Follow *Jesus* and  
Fearlessly Make Him Known**

## **Position Description**

**Title: Third Coast Ministry Assistant**

**Salary Level: VIII**

**Leadership Development: Participant**

**Reports To:** The Third Coast Ministry Assistant will report to the Third Coast Lead Pastor.

**Function:** Support the ministry by completing administrative duties and assisting with details for events and projects as assigned by the Third Coast Lead Pastor. Support the Third Coast Lead Pastor in a manner that increases his ability to carry out his duties with excellence and efficiency.

**Hours:** Part time, 16 hours weekly, may include evening and/or weekend hours

### **Responsibilities:**

- Assist with short term and/or church wide projects at the Third Coast Lead Pastor's request
- Delegate tasks at the Third Coast Lead Pastor's request to insure timely completion of projects
- Maintain connection with staff and leadership team to promote open communication between them and the Third Coast Lead Pastor
- Schedule and manage the itinerary and calendar of the Third Coast Lead Pastor
- Assist with logistical aspects of the Third Coast Lead Pastor's meetings and special events including facility, food service, registration, communication, catering, budget, setting of the agenda, hosting, minutes and assisting with or purchasing needed supplies and technology
- Assist Lead Pastor with church wide communication by managing enews, welcome card and social media
- Assist with organization of internal department files and schedules
- Assist with organization of church database and volunteer permissions (The Link)
- Assist with timely delivery of approved financial and HR information for Third Coast, including accounts payable, timecards, PTO, reimbursements, credit cards, evaluations and budgets
- Make and manage travel arrangements including air travel, hotel and car rental
- Handle administrative responsibilities including mail, copying, faxing, scanning and ordering of supplies

### **Qualifications:**

#### **Character**

- A personal relationship with Jesus Christ that results in a life lived in obedience to the will of God
- Committed to supporting staff members, volunteers, and the faith community
- Able and committed to actively share the Gospel with lost people
- Servant-leader, faith-centered, spiritually growing, and teachable spirit
- Spiritual gifts of administration, leadership, hospitality, and helps/service

#### **Chemistry**

- Expresses flexibility, cooperation and teach-ability
- Forward thinker; self-directed; team oriented
- "All-in" regarding the Fearless Family of Church's Statement of Belief and DNA- Mission, Vision, and Strategy

**Competency**

- Demonstrated ability to recruit, develop, and empower volunteer leaders in healthy ways which promote their spiritual growth and further the ministry of the church
- Excellent communication, both verbal and written, –ability to consistently encourage and support others
- Strong logistical skills (attention to detail, ability to manage and prioritize multiple tasks concurrently; objectively apply problem-solving skills)
- Strong organizational and technological abilities (MS Office, Windows, iOS, Cloud based services, etc.)
- Equip and empower based on Ephesians 4:11-13

**Experience:**

- Preferred two years experience in administrative roles
- Preferred experience in Microsoft Office
- Member or willing to complete Rooted and become a member Third Coast Community Church within 6 months of employment

**Having reviewed this position description, I agree that it accurately reflects my new responsibilities and understand my next performance review will be based on the above criteria.**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_