

Book	Poplar Springs Baptist Church Policy Manual
Section	3000 Personnel Policies
Title	Ministry Assistant Job Description
Number	3430
Authority	Article VII of the Church By-Laws
Adopted	April 13, 2025

1. The Ministry Assistant is a part-time position that is supervised by a church staff member for daily operations. However, this position is hired by and accountable to the Personnel Committee
2. The Ministry Assistant shall have the following daily and weekly duties:
 - A. Be the face or voice of the church office. This duty includes:
 - i. Welcoming guests who visit to the church office.
 - ii. Answering the church phone and directing calls appropriately.
 - iii. Receiving and signing for packages and deliveries.
 - B. Check, sort, and distribute mail from roadside box.
 - C. Check and respond to voicemail and email.
 - D. Complete and distribute weekly newsletter:
 - i. Update and email the digital newsletter through church software.
 - ii. Print, fold, label, stamp, seal, and mail hardcopy newsletters.
 - E. Fold and distribute bulletins.
 - F. Coordinate Family Life Center applications through church software and notify appropriate staff when involved.
 - G. Collect recycling from around the church and bring to breezeway for weekend haul away.
 - H. Keep Sanctuary in good order including but not limited to pew racks, CARE Cards, and various offering envelopes.
 - I. Stock Children's ministry rooms as needed with tissues and other supplies.

3. The Ministry Assistant shall have the following yearly duties:
 - A. Order contribution envelopes as needed.
 - B. Fill out and file NC Baptist Association Annual Report in conjunction with the church clerk and treasurer.
 - C. Complete and file Church Mutual Annual Insurance Report
4. The Ministry Assistant shall have the following duties as needed:
 - A. Order office supplies, stamps, etc.
 - B. Order supplies and materials for church related ministries such as the WMU or Brotherhood.
 - C. Update the telephone notification system and send out church messages.
 - D. Keep Membership Lists and Church Directory up to date using church software:
 - i. Make all necessary list(s) updates to add new members or delete departing members or members who pass away.
 - ii. Maintain the directory database including adding new members to the directory and deleting departing members or members who pass away.
 - E. Copy, distribute, and collect time reimbursement sheets for the treasurer.
 - F. Print CARE cards and other church documents as needed.
 - G. Arrange phone coverage during absence.
 - H. Prepare and mail thank you notes for donations to the church.
5. The Ministry Assistant shall have the following duties at the end of the church year:
 - A. Compile yearly lists such as, but not limited to: Nominating Committee Reports, Wednesday night menu schedule, Wednesday night worker schedule, Shut-in list, Ballot for Election of Deacons, Deacon Families, Deacons, Little Folks Team, and Nursery Workers. The Ministry Assistant shall help with special projects such as, but not limited to:
 - B. Assist the Cemetery Committee with plot labeling through church software.
 - C. Assist the treasurer with all required forms for new employees.
6. Complete other duties as assigned by church staff.