
Job description for: **Administrative Assistant for Ministry Support**
Calvary Lutheran Church of Bemidji



Position summary: The administrative assistant for ministry support works with the ministry team leads (pastors and program staff) through offering assistance and support in program setup, execution, and evaluation.

Details:

- 30-32 hours per week
- 9-10 months per year (August-May)
- Supervised by Associate Pastor
- Wage – commensurate with experience
- Benefits include wellness dollars, 3% employer match for employee retirement account contributions, life and disability insurance
- Some Wednesday evenings and Sunday mornings
- Staff meetings as requested
- Annual performance review

Areas of focus:

1. Preschool Ministry

- Assist preschool director with program setup, execution, and data entry.

2. Youth and Family Ministry

- Assist the associate pastors with confirmation programming, mission trips and retreats, Sunday school data entry, and baptismal coordination and communication.

3. Worship Ministry

- Assist worship and music minister with scheduling worship details and preparing worship materials.

4. Other Program Ministry

- Assist the ministry team leads with record keeping, communication, and setup of various programs including, but not limited to, Servants of Shelter, visitation ministry, milestone ministries, and new member orientation.

Qualifications:

- Strong organization and communication skills
- Reliable, detail-oriented team player
- Strong computer skills, including work with Microsoft Office
- Past experience in a ministry setting is preferred.