**South Carolina Baptist Convention**

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| Job Title | Ministry Team Assistant – Shepherd Team |
| Reports to | Shepherd Team Leader |
| Status | 🞏 Exempt ⌧ Non-Exempt (check one) |

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| Job Purpose |

The Ministry Team Assistant assists and collaborates with Shepherd Team staff, who focus on six ministry areas: church revitalization, church leadership, church health, pastor leadership, pastor health, and the new pastor pipeline. These ministries help both pastors and churches achieve a greater level of health to advance the gospel.

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| General Responsibilities |

* Assist with logistical duties associated with Team Shepherding processes.
* Process counseling agreements between counseling practices and pastors to provide counseling services to promote pastor wellness.
* Assist in resourcing the ongoing ministry needs of South Carolina churches.
* Prepare communication, such as memos, emails, invoices, reports, and other correspondence as the Shepherd Team Leader requests.
* Provide ministry support for the Team’s Regional Specialists as requested by the Team Directors.
* Prepare promotional materials, programs, agendas, brochures, etc., for all conferences, training sessions, and meetings conducted by the Shepherd Team.
* Coordinate telephone calls and in-office visitors.
* Assist in planning events in the convention building or at other locations around the state.
* Assist with budget preparation and event calendaring.
* Assist, as needed, with special projects and assignments.
* Collaborate to provide web content assistance for the Shepherd Team.
* Perform monthly accounting and administrative duties.
* Assist with team budget preparation and processing.
* Provide ministry support for SCBaptist events as assigned.
* Prepare check requests as needed.
* Coordinate with other Executive and Team Assistants in calendaring, accounting, human resources, operations, and organizational policies.
* Maintain databases, files, and other pertinent information.
* Manage your work calendar and report time worked and incurred expenses.
* Perform other tasks as requested by the Team Leader and Directors.

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| Qualifications |

Qualifications include:

* Preferably a college graduate, or the equivalent, with administrative skills and prior work experience as an administrative assistant.
* Skillful in relating to others concerning sensitive business and personnel matters.
* Possess basic computer skills and is familiar with the Microsoft Office 365 suite of programs (Word, Excel, PowerPoint, and Teams).
* Organization of records and documents, understanding of budgets, and learning to use organization-specific software.
* Honesty, integrity, confidentiality, and responsibility in all matters.
* Possesses leadership skills and is results-oriented.
* Committed to improving job performance and knowledge through ongoing learning opportunities.
* Active member of a local Southern Baptist church.
* Committed to the promotion of the Cooperative Program.
* Trained in and actively engaged in witnessing and leading the lost to eternal salvation through the Lord Jesus Christ.
* Agrees to work within the parameters of the *Baptist Faith and Message 2000*.
* Possesses a high degree of Christian maturity and character.
* Available to travel overnight occasionally to fulfill job responsibilities.
* Able to use reasoning ability to carry out written and oral instructions and to deal with work-related problems in a variety of situations.

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| Working Conditions |

* A flexible start time is available for the employee’s benefit as long as the core office hours of 8:00 AM to 5:00 PM Monday through Thursday are covered.
* The employee will occasionally be needed at remote locations for Team and SCBaptist full-day, overnight, and weekend events. Weekly hours will be adjusted as needed.
* Although rare, the employee may receive phone calls or emails from disgruntled individuals who will be referred to the Team Leader or a Director.

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| Physical Requirements |

While performing the duties of this job the employee is (note: reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions)

* frequently required to stand, walk, sit, bend, stoop, kneel, talk, hear, drive, and ride.
* frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 40 pounds.
* required to use hands and fingers to feel, handle, or operate objects, tools, or controls; and to reach with hands and arms.
* required to have vision abilities that include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
* required to have a valid driver’s license, a safe driving record, and proof of automobile insurance.

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| Direct Reports |

None

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| Approved by: | *Signature of the person with the authority to approve the job description* |
| Date Approved: | *Date upon which the job description was approved* |
| Reviewed: | *Date when the job description was last reviewed* |