



Ministry Position Description

Position Title: Ministry Assistant – DeForest Campus
Reporting Relationship: DeForest Campus Pastor
Exempt Status: Part-time, Non-exempt (20 hours/week)

Ministry Description:

The Ministry Assistant position supports the DeForest Campus Pastor in administrative tasks and coordination of projects.

Primary Responsibilities:

- Work with Campus Pastor and DeForest staff members to build volunteer teams.
- Create and share training opportunities with all Door Creek campuses and their ministry leaders.
- Welcome new people. Advise, develop, maintain and monitor the process for helping new people feel welcomed.
- Maintain church database.
- Plan and execute church events.
- Work with Communication Teams to produce campus-specific and church-wide communications including web and email.
- Maintain church calendar and coordinate rentals including weddings and funerals.

Personal Qualifications:

- Door Creek Church member who shares our mission and values for ministry and nurtures their own spiritual growth, a current or future attendee of Door Creek Church
- Ability to work independently or as a member of a team.
- A love to organize, be efficient, set priorities, coordinate projects and people, appreciate a fast-paced environment and is flexible to change
- Ability to maintain high standards of confidentiality with sensitive information.
- Demonstrated strong verbal, written communication skills and listening skills.
- A positive attitude and outlook and spirit of enthusiasm and optimism
- The ability to work well with people and to resolve conflict well.
- Sincere humility, a teachable spirit
- Proficient in Office 365, event planning or project management is helpful.

Education and Experience:

- Experience with volunteers/people management
- Active affiliations: Door Creek Church attendee