

JOB DESCRIPTION

ELEMENTARY MINISTRY ASSISTANT

Reports to: Elementary Director
Employment Status: Non-exempt hourly (Fulltime)
Membership: Required to be a member upon hire

POSITION SUMMARY

This position provides administrative support with a high level of independence, initiative, confidentiality, discretion, accuracy, and attention to detail. Primary responsibilities include support of the Elementary (All Stars) Director, including clerical and administrative duties and special projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Ministry Administrative Support

Provide primary support for All Stars Ministry, including but not limited to:

- Proficiency in Church Data base system: (attendance posting, attendance reports, group assignments, visitor reports, postcards, forms, small group rosters)
- Contact and follow up with all visitors
- Schedule and communicate with teams on a weekly basis
- Review weekly attendance reports and follow up with students and parents
- Organize and assist with special needs ministry
- Edit small group lessons for kindergarten through fifth grade students as assigned
- Supervise or substitute in the All Stars program during weekend services as assigned

Classroom Management

Manage classrooms and supplies for weekend services. Examples include:

- Clean materials and supplies from All Stars classrooms and Discovery Field
- Prepare, gather, organize, and set-up materials and supplies for weekly small group and large group activities

General Duties

- Gather weekly laundry and refill lockers as scheduled with clean, folded laundry
- Create classroom verse boards and hallway graphics each month
- Create weekly lobby slideshows
- Create weekly Discovery Field Pro Presenter show
- Assist director with assigned duties related to Wagon Train summer camp
- Prepare for and work at Bridge Bible Camp in June
- Reconcile credit card statements with receipts for Business Administrator
- Coordinate and work at weekend sign-ups for various events in courtyard
- Create and stock program brochures and flyers as well as lobby supplies
- Shop for and order supplies as requested by director
- Various duties and special projects as determined by the All Stars Director
- Attend scheduled All Stars staff or individual meetings and required Bridge Staff meetings
- Attend training or other opportunities for self-development, with approval of supervisor
- Attend children's ministry retreats, church visits and/or training
- Additional duties as assigned

MINIMUM REQUIREMENTS

General Qualifications

- Must have a strong and growing relationship with Jesus Christ and it should be evident in both the personal and professional life
- Must agree to The Bridge's missions statement, values and confessions of faith
- Must be able to uphold and support the mission statement, values and confessions of faith
- 3-5 years working as a ministry assistant or administrative assistant a plus
- Strong relational abilities with elementary children and their parents
- Outgoing and approachable
- High capacity leader with the ability to manage multiple tasks and projects simultaneously
- A teachable and humble spirit
- A passion for elementary students, and a proven ability to relate to this age group
- Proven communication ability as well as conflict resolution skills

ABOUT THE BRIDGE

The Bridge is an externally-focused church seeking to embrace our "sending" by Christ into our community and world in order to see people redeemed and transformed for His glory. Our mission statement is: "Inviting the striving to something really real." Guided by the Holy Spirit, we are a people who are a manifestation of the gospel and who seek to become stewards of the transforming message of God's love and grace as we invite God to invade and inhabit every moment of our lives.

Founded in September 2003, The Bridge has sought to grow primarily through salvation. Currently, our total attendance (including the children's program) is 2,300 on a given weekend—and we continue to grow. The Bridge desires that all of our attendees become true disciples of Jesus Christ. Discipleship is about living out a life of radical obedience to Christ and being transformed by His Word through His grace. At The Bridge, people experience that life transformation and an ever-deepening relationship with Christ through "Big Group" (main worship service) "Small Group" (weekly community groups meeting in homes) and "No Group" (personal devotional time in God's Word).

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.



NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.