

FIRST BAPTIST CHURCH ON FIFTH
Winston-Salem, North Carolina
Position Profile

Position: Ministry & Communications Assistant
Status: Part-time, 25 hours per week
Reports To: Pastor

Principal Function: The Ministry & Communications Assistant holds primary responsibilities for attending to the comprehensive administrative functions of and regular communications about the ministries of First Baptist Church on Fifth, Winston-Salem, NC.

Responsibilities:

1. Coordinate administrative support for all the ministries of our church, serving as the primary resource for any ongoing needs from the various areas of ministry at First on Fifth. This includes most church leadership bodies, including Deacons, committees, teams, Sunday School classes, and small groups.
2. Serve as the System Administrator for Realm, connecting the members and leadership groups in our church with the database support to undergird their efforts. This includes overseeing groups and pathways in Realm, onboarding prospects and new members, and assisting staff and members with questions about Realm as they arise.
3. Provide administrative support to the Pastor and pastoral staff, including but not limited to managing the church calendar, resourcing Sunday and weekday Bible Study groups, preparing resources for new members, assisting in the creation of the weekly worship folder, assisting in funeral arrangements, managing the organization of shared documents and church photos, creating the Sunday online worship slide presentation, managing mailings with partner organizations, and managing the prayer list, all to ensure the effective ministry administration of the church.
4. Assist with general office functions, including but not limited to answering the phones and doors, helping with mailings, and responding to members' questions.
5. Implement all regular communications updates, including the weekly and monthly newsletter, weekly updates to the website, weekly worship guide announcements, graphic design for regular communications, and regular incoming submissions to forms on the website.
6. Oversee communications spaces in the church house, including the hallway TV announcements, bulletin boards, and tables with printed materials.
7. Oversee any orders of print materials or church merchandise.
8. Work compassionately with church members who serve in volunteer capacities and with the pastoral and support team for meaningful church leadership.
9. Participate actively in staff meetings, meet regularly with communications staff, and be a vital part of our staff team.
10. Other duties as assigned.

Confidentiality Statement: I acknowledge and understand the confidential and sensitive nature of the work contained in this job description. I agree to maintain confidentiality of information and records at all times as a condition of my employment, sharing it only with those deemed appropriate. I fully understand that should I breach this confidentiality, it can result in disciplinary action and/or termination. I verify that I have read this Position Profile and understand these to be my duties as the Ministry & Communications Assistant for First Baptist Church on Fifth.

Employee Signature _____ Date _____

Pastor _____ Date _____

Personnel Committee Chair _____ Date _____