



Job Description
Discipleship Administrative Assistant
(Coordinator)

Individual: FLSA Classification:
Accountable to: David Hinkle, Pastor of Discipleship

Work schedule: Up to 20 hrs/week. Mon-Thurs, 8:30a-2:00p

Fellowship Bible Church mission:
Helping people find and follow Jesus Christ.

Position Mission:
To provide administrative support and coordination of the discipleship ministry of Fellowship Bible Church.

Essential Functions:

Core

- Communicate efficiently in verbal, written and body language to represent FBC positively. Ensure communications are delivered in multiple formats (verbal, print, chart) to verify all parties have the same understanding.
- Create and implement process queues for the discipleship ministry through FBCLink, our church management software system.
- Provide administrative support for the Associate Pastor of Discipleship including, but not limited to, events, appointments, trainings, materials, and communications (web, social media, etc...).
- Train Discipleship staff and volunteers in the use of FBCLink.
- Work collaboratively with FBC staff to build and maintain a strong team environment to accomplish the tasks necessary to serve and support the discipleship ministries and events of FBC.
- Maintain confidentiality and privacy with matters concerning the church, individuals and other information learned while performing church matters.
- Commit to personal growth.
- Set example for others to follow. It is essential for church leadership to be a role model and consistently walk with the Spirit. This may be expressed by: transparency in a personal relationship with Christ, intense prayer life, continual dependence on grace, servant-heart for others, strong team work ethic, flexibility, teachability, authentic love for non-believers to know Christ, balanced relational life with family and others, and a balanced financial condition.
- Other assignments as requested by church leadership.

Qualifications, Skills, and Abilities:

- Demonstrates strong initiative in problem solving.
- Self-starter who is flexible.
- A commitment to the local church expressed through involvement.
- Effective communicator. (Verbal, written and body language).
- Ability to prioritize and manage work to effectively and efficiently accomplish tasks with excellence.
- Ability to learn quickly.
- Experienced and confident in use of Microsoft Office, Google Docs, and web-based programs (databases, social media, etc...).



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Physical Demands:

- Communicate effectively with all individuals.
- Lift and move items up to 50 lbs.
- Focus intently on projects.

Work Environment:

FBC desires to encourage and support staff in an authentic and joyful ministry together. We desire each staff person to be fulfilled and thriving in his or her relationship with God, spouse (if married), and family (if children). FBC is experiencing exponential growth, which means exponential change. We are here to facilitate a ministry with people and resources so each thrives to a cohesive and effective ministry.

This job description does not state or imply that these are the only activities to be performed by the staff member holding this position. Staff is required to follow other job-related instructions and to perform other job-related responsibilities as requested by their supervisor.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on FBC. An individual seeking an accommodation should contact the Lead Pastor.

Wages are determined by the scope of the position and the experience of the incumbent.

Information on wages and available benefits (such as vacation, paid sick leave, holiday pay, health insurance, etc.) attributed to this position will be discussed separately.

Job descriptions are not intended to and do not create employment contracts. FBC maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

Employee Signature

Date

Employee Print Name

Supervisor Signature & Title

Date

Supervisor Print Name