



REDWOOD PARK
CHURCH
Ministry Assistant

Summary: The Ministry Assistant provides support to the Pastor of Spiritual Formation and oversees the Sunday morning guest experience through managing the Ushers, Welcome Desk, and Café (GEM Team).

Working Relationships: Reports to the Pastor of Spiritual Formation, works closely with the Ministry Leads and Volunteers.

Hours: Part-time 10 hours per week (5 hours Sunday morning and flexible hours mid-week)

Responsibilities:

- Guest Experience Team Lead:
 - Recruiting, training and overseeing administration of the GEM Team volunteers.
 - Is present on Sunday mornings to lead the volunteer teams, welcome guests, and recruit volunteers for all ministries.
 - Recruits, leads, maintains and supports the “front of house” volunteers, GEM Team, and special service teams
 - Ensures the building and volunteers are ready to receive guests on Sunday: signage is current, visible and maintained; Sanctuary seating area is tidy and welcoming for guests; foyer is welcoming and communicates who we are; Welcome Desk and Café are ready for guests and communion is set up and ready for use as needed.
- Volunteer Coordinator:
 - To ensure the prospective volunteers intake process progresses in a timely manner, following the Redwood volunteer strategy, and ensuring people are serving as quickly as possible.
 - Regularly connects with Ministry Leads to develop, encourage, support and deploy.
 - Connects with Worship and Communications Pastor to provide communications regarding volunteer needs and updates for website, connection card and other communication methods (service slides, announcements, newsletters, etc.)
- Administrative Assistance:
 - Assists the Pastor of Spiritual Formation with administrative duties including but not limited to; PCO registrations, photocopying, proofreading, book orders, course communication, purchasing supplies, reserving rooms/setting up course material, workflows, etc.

Required Skills and Experience:

- Relevant education and/or significant work experience in volunteer management and guest service.
- Preference given to those with theological training and/or experience in a church or Christian non-profit setting

Key Qualities:

- Possesses an authentic, growing faith in Christ and spiritual maturity
- Possesses excellent leadership, organizational, administrative, and communication skills
- Strong computer and technological skills
- Confident and skilled in managing workflows, spreadsheets and websites
- Relational and outgoing with a passion for connecting with people
- Able to supervise volunteers
- A problem solver who can carry out duties with minimum supervision