

CHRISTIAN FAMILY CHAPEL

STAFF JOB DESCRIPTION

Job Title: **MINISTRY ASSISTANT (SHEPHERDING/COLLEGE)**
Incumbent: Bethany Frederick
Job Group/Class: Support / Part-time (32 hours)
Reports to: Executive Assistant
Date Prepared/Revised: June 1, 2026

PRINCIPAL FUNCTION(S)

- The Ministry Assistant (“MM”) is responsible for performing administrative and clerical work in support of the Pastor of Shepherding and the College/Family Groups Pastor*. In addition, the MM shall perform such administrative tasks as may be assigned by the Executive Assistant or Executive Pastor.
- Based upon training, this role currently supports the Pastor-Teacher by preparing ProPresenter presentations.
- *Upline assignments (or “principals”) and/or ministry support areas are subject to change as there are changes in the pastoral staff or re-allocation of responsibilities.

QUALIFICATIONS

1. Must have received Jesus Christ as his/her personal savior and have demonstrated a practical submission to His Lordship in his/her life.
2. Must be a Member or regular attender of CFC.
3. Administrative experience, preferably in a ministry area, desirable.
4. Must be computer literate and demonstrate an ability to work in Word, Publisher, Power Point, Excel, and ProPresenter.
5. Must demonstrate an ability to work with Social Media.
6. Must be a United States citizen States.

GENERAL RESPONSIBILITIES

1. Help organize and administer special events for principals.
2. Secure necessary retreat centers, buses, speakers, and other retreat needs.
3. Order materials for principals.
4. Manage data in The Rock Church Management Database as needed by Principals.
5. Manage event registrations in The Rock for all college student activities.
6. Schedule appointments for Principals.
7. Prepare and manage electronic communications for principles, as requested.
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9. Update CFCJAX.com webpages for the principals’ ministries, as requested.
10. Prepare correspondence, memos, etc. for principals, when needed.

11. File correspondence and other assigned materials, when needed.
12. Act as backup for phones.
13. Perform other duties as assigned by the Executive Assistant or the Executive Pastor.

PERSONAL RESPONSIBILITIES

1. Always seek to conduct himself/herself in such a way that would be pleasing to the Lord.
2. Respect all confidences.
3. Seek to always be flexible and cooperative in working with others.

ACCOUNTABILITY

His/her performance will be formally evaluated at least annually by the Executive Assistant, with input from the Executive Pastor and the above listed principals.