

Position: Minister Assistant
Location: Kingwood, Texas
Classification: Full time

Position Summary:

The Minister Assistant (MA) is a full-time staff position handling a wide range of activities in support of the ministers and the many ministries at the Kingwood Church of Christ. Typical work schedule is Mon-Thurs, 32 hrs per week.

Primary Roles / Responsibilities:

- Maintain the Ministry Scheduler and generate schedules quarterly
- Maintain the master planning calendar for the ministers
- Maintain and update the church website and app
- Create the Worship Graphics Packets for Sunday worship
- Maintain and facilitate Communication Plan – place events on communication plan and communicate these items via email, text, Facebook, website, Wednesday Night Announcements, pulpit announcements, slides for announcement loop and marquee.
- Maintain church, children’s ministry and youth ministry online calendars
- Maintain Child Protection Policy – complete background check as required, endure volunteers complete child protection course
- Order and organize children’s curriculum for teachers/volunteers
- Manage budget for resources including workroom, nursery, and childcare
- Build positive, productive, and cooperative relationships with the KWCOG team of ministers, staff members, deacons, and volunteers
- General office support – clerical work, printing, copying, filing, phone support, and purchasing routine supplies

Preferred Qualifications / Skills:

- Strong computer skills
- Well organized
- Good verbal, written, and organizational skills
- Self-motivated with the ability to work independently

Interested applicants please contact the Administrative Elders Team at adminelders@kwcoc.org