

GRACE BIBLE CHURCH

SCHERTZ MINISTRY ASSISTANT

JOB DESCRIPTION

JOB OVERVIEW / OBJECTIVE

The role of the Schertz Ministry Assistant (SMA) is to provide administrative, communication, and logistical support for the overall ministry operations of Grace Bible Church's Schertz campus. This individual plays a vital role in supporting campus-wide coordination and ministry logistics while helping the Campus Pastor focus on shepherding and leading the church effectively.

This role will comprise of:

- 50% Administrative and Communication Support
- 30% Ministry and Volunteer Coordination
- 20% Sunday Service and Event Logistics

JOB CATEGORY

Part-time hourly, non-ministerial

PRIMARY DUTIES & RESPONSIBILITIES

- **Administrative & Communication Support**
 - Manage and maintain the master calendar for all campus activities, events, volunteer teams, and space usage
 - Prepare agendas, take notes, and track follow-up tasks from leadership meetings
 - Serve as a point of contact for internal communication between the Campus Pastor, ministry leaders, and church staff
 - Edit and format communication materials including weekly updates, reports, and ministry documents
 - Ensure all campus communications are clear, accurate, and aligned with church branding
- **Ministry & Volunteer Coordination**
 - Assist in organizing volunteer onboarding, scheduling, and appreciation across multiple teams
 - Maintain team rosters, communication lists, and Planning Center schedules
 - Coordinate with staff and team leads to ensure volunteers are equipped and informed.

- Coordinate with campus staff and school district staff to ensure positive on-going relationship with location owners.
 - Track volunteer engagement and help improve communication systems
- Sunday & Event Logistics**
- Prepare weekly materials for Sunday worship services (signage, team lists, hospitality supplies, etc.)
 - Coordinate Sunday logistics including volunteer check-ins and facility setup with the operations team
 - Assist with special events and seasonal ministry initiatives, providing communication and planning support
 - Record and follow up on prayer requests, connect cards, baptisms, and next steps

GRACE STAFF EXPECTATIONS

- Maintain an active relationship with Jesus Christ, practicing personal spiritual disciplines
- Embody Christlike humility, servant-heartedness, and integrity
- Be a team player who contributes to unity and collaboration across all campuses
- Support and uphold the doctrine, mission, and values of Grace Bible Church
- Participate in staff meetings, retreats, and required church-wide events
- Stay informed about GBC-wide initiatives and serve as a representative of the church mission

MINIMUM QUALIFICATIONS

- High School diploma required; Associate's or Bachelor's degree preferred
- Administrative or church staff experience preferred
- Proficiency in digital tools including Microsoft Teams, Planning Center, and project management software
- Strong written and verbal communication skills
- Ability to manage multiple priorities with flexibility and efficiency
- Confidential, professional, and detail-oriented

CORE COMPETENCIES AND GIFTINGS

- Strong administrative gifting with a proactive work ethic
- Clear and kind communicator
- Organized, dependable, and adaptable
- Relational and hospitable presence
- Gifted in helps, administration, or service
- Comfortable with fast-paced environments and church dynamics