

Job Description

Title: Ministry Assistant – Mission, Outreach, and TIF

Hours: 20 - 30 hours per week

Reports to:

- Associate Pastor of Mission & Outreach (primary supervisor)
 - Associate Pastor of Tulsa International Fellowship (secondary)
 - Director of New Member Outreach (For clerical duties)
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Summary

The Ministry Assistant provides administrative and logistical support for First Presbyterian Church's mission and outreach ministries, Tulsa International Fellowship (TIF), and new member integration. This position organizes communications, tracks records, coordinates volunteers, and supports ministry staff and committees. The Ministry Assistant ensures that the congregation is well-supported in living out its call to serve God's mission in Tulsa and beyond.

Essential Functions

1. Mission & Benevolence Support – (50%)

- Provide administrative support for the Associate Pastor of Mission & Outreach and the Mission Committee.
- Prepare agendas, minutes, correspondence, and reports for committee chairs.
- Support mission partners and programs such as Anderson Elementary, Habitat for Humanity, Works of HeArt, Gift Back, Benevolent Ministries, Camp Sunshine, and Celebrating Christmas Together.
- Coordinate volunteers and logistics for mission events (e.g., Matson Cup Golf Tournament, Meet God in the Garden, Friday Food Distribution, global/U.S. mission trips).
- Submit building/maintenance requests as needed for mission projects.

2. Tulsa International Fellowship (TIF) Support – (25%)

- Provide administrative support for the Associate Pastor of TIF and the TIF leadership team.

- Assist with planning, logistics, and communications for TIF events and projects.
- Support volunteers and maintain records as needed.

3. New Member Outreach & Integration – (15%)

- Support the New Member Coordinator with outreach, visitor retention, and membership integration.
- Track and record Sunday attendance and process friendship pad data in Realm.
- Prepare and mail invitations to membership classes and covenant cards.
- Create bios and assemble paperwork for new member classes and Session review.
- Assemble and inventory newcomer folders, outreach bags, and class workbooks.
- Provide administrative support for hospitality and visitor follow-up.

4. General Administrative Support – (10%)

- Provide back-up support for other ministry assistants as needed and available.
- Assist with large mailings, reception desk coverage, or special projects when necessary.

Essential Skills

- Detail-oriented with strong time management.
- Ability to work independently and take initiative.
- Flexibility and adaptability in a dynamic church setting.
- Team player with a collaborative spirit.
- Patience and problem-solving skills, particularly in coordinating events and volunteers.
- Sensitivity to cultural and social diversity.

Qualifications

- Deep conviction that the church of Jesus Christ is the hope of the world.
- High School diploma required; Associate's degree or equivalent experience preferred.
- Minimum of 2 years' administrative experience (church or non-profit setting preferred).

- Proficiency in Microsoft Office (Word, Excel, Outlook, Publisher, PowerPoint).
- Familiarity with database systems (Realm or comparable) preferred.
- Demonstrated organizational skills with the ability to manage multiple priorities.
- Strong written and verbal communication skills.
- Ability to handle confidential information with discretion.
- Relational and approachable; able to work with staff, volunteers, and community partners in a friendly and professional manner.

Compensation

- Competitive pay, commensurate with experience.
- Intangibles: The opportunity to work with a dedicated team, meaningful participation in God's mission, and the satisfaction of supporting ministries that make a difference in the community and world.