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## Exchange Administrative Assistant

Part time 10 hours per week

### 1. Philosophy of Ministry

#### TEAM MINISTRY

The foundation for effective ministry grounded in who we are in Jesus: Philippians 2:1-18

*So, if there is any encouragement in Christ, any comfort from love, any participation in the Spirit, any affection and sympathy, <sup>2</sup> complete my joy by being of the same mind, having the same love, being in full accord and of one mind. <sup>3</sup> Do nothing from selfish ambition or conceit, but in humility count others more significant than yourselves. <sup>4</sup> Let each of you look not only to his own interests, but also to the interests of others. <sup>5</sup> Have this mind among yourselves, which is yours in Christ Jesus, <sup>6</sup> who, though he was in the form of God, did not count equality with God a thing to be grasped, <sup>7</sup> but emptied himself, by taking the form of a servant, being born in the likeness of men. <sup>8</sup> And being found in human form, he humbled himself by becoming obedient to the point of death, even death on a cross. <sup>9</sup> Therefore God has highly exalted him and bestowed on him the name that is above every name, <sup>10</sup> so that at the name of Jesus every knee should bow, in heaven and on earth and under the earth, <sup>11</sup> and every tongue confess that Jesus Christ is Lord, to the glory of God the Father.*

*<sup>12</sup> Therefore, my beloved, as you have always obeyed, so now, not only as in my presence but much more in my absence, work out your own salvation with fear and trembling, <sup>13</sup> for it is God who works in you, both to will and to work for his good pleasure.*

*<sup>14</sup> Do all things without grumbling or disputing, <sup>15</sup> that you may be blameless and innocent, children of God without blemish in the midst of a crooked and twisted generation, among whom you shine as lights in the world, <sup>16</sup> holding fast to the word of life, so that in the day of Christ I may be proud that I did not run in vain or labor in vain. <sup>17</sup> Even if I am to be poured out as a drink offering upon the sacrificial offering of your faith, I am glad and rejoice with you all. <sup>18</sup> Likewise you also should be glad and rejoice with me.*

The Exchange Church is all about Jesus.

This text reveals three essential values for all ministry staff.

- a. **Identity:** All ministry flows out of who you are in Jesus. The most important factor in your ministry will be your growth in your identity as a child of God. Ministry staff is committed to pursuing a vital relationship with Jesus.
- b. **Unity:** The blood of Jesus gives us a unity that is far more significant than anything that would cause disunity. Ministry staff is committed to guarding the unity we have already been given through Jesus.
- c. **Service:** The people we oversee are not there to serve us in our jobs. Jesus came not to be served but to serve and to give his life away. Your calling is to serve those who are under your care. Ministry staff care more about people than tasks.



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## THE EXCHANGE CHURCH OBJECTIVES

Ministry staff is committed to ***leading people to encounter Jesus***. To equip God's people to be disciples who make disciples so that every place might be saturated with the presence of Jesus. We are committed to this God given purpose in three primary ways:

- a. **MISSION:** Helping others meet and follow Jesus in everyday life.
- b. **COMMUNITY:** Smaller groups of people committed to loving one another like family in everyday life.
- c. **WORSHIP:** Encountering Jesus together weekly as a larger family. We encounter Jesus each week through biblical preaching, prayer, songs of worship, communion and baptism.

## PRIMARY TASK

The primary task of The Exchange Church ministry staff is to fulfill the *Vision* of the Exchange Church by staying on *Mission* and living and working through the *Values* established for the church by the scriptures. Ministry goals will be primarily achieved by recruiting, equipping and assisting lay leaders to develop and implement effective church ministries. This will take place through a variety of avenues with an emphasis on community groups as our primary method of implementation. The primary assignment of the Administration Assistant is to provide support to Leadership to accomplish goals

## 2. Position Purpose & Responsibilities

*To contribute to The Exchange Church overall vision and mission fulfillment by developing and implementing ministry and strategies for your scope of responsibilities. The specific areas for which you will be held responsible and accountable are defined as:*

### All Staff

- Develop annual ministry goals, plans, strategies and event calendars for ministry area responsibilities
- Guide the effective implementation of ministry plans
- Ensure maintenance of accurate statistical records for ministry area activity
- Evaluate effectiveness of programming within your ministry area by measuring results
- Be in agreement with the Christian & Missionary Alliance statement of faith
- Participate in all staff meetings, retreats, training and global events
- Maintain a lifestyle consistent with biblical standards for Christian behaviour
- Attend our Sunday worship gatherings
- Initiate and participate in the development of people, and especially leaders, at every opportunity

## Role and Responsibilities

### Administrative Support

- Serve as receptionist screening and routing of incoming calls (messages) and visitors to the church office; warmly greeting persons with a friendly, courteous and helpful attitude; providing



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- pertinent and appropriate information to callers and/or visitors
  - 'Front Door' of Lead Pastor's email inbox assisting him with email correspondence, meeting & event scheduling
  - With leadership, develop and maintain ongoing "task" list with regular updates and communication
  - Maintain church calendar; including scheduling of ministry meetings/events and posting events on church website calendar; develop proficiency with (scheduling system); produce and populate weekly app announcements
  - Maintain an efficient and effective filing system (digital and paper) for all church documents
  - Process and distribute incoming mail. Prepare and schedule pickup for courier packages
  - Processing of expense claims for pastors and ministry volunteers
  - Ensure that all baptisms, weddings, funerals confirmations, and other official acts of the church are recorded and filed with appropriate officials
  - Record and maintain staff meeting minutes
  - Monitor and maintain office supplies
  - Assisting with document creation such as volunteer role descriptions
  - Carry out general office and other duties, as required
  - Develop church directory
  - Produce and send mass communication emails
  - Assist with planning and execution of church-wide events (Christmas Eve, Easter, Fall Launch, Church Picnics, etc.)

#### Ministry Tasks

- Assist ministry leaders as necessary with clerical, administrative, communication support and preparation for events and classes
- Prepare and produce order of service and charts for church services other promotional material for special services or programs.
- Attend ministry events as necessary

## **2. Accountability**

Although the administrative assistant is directly accountable to **Lead Pastor**, this position will provide support to all ministry staff. This position may also receive general direction from the **Associate Pastor**.

This position must demonstrate initiative and discretion in interaction with staff, congregants and visitors. Because of the nature of the role, the Administrative Assistant must demonstrate a high level of trust and the ability to protect the reputation and integrity of others through strict confidentiality.

#### **Application Process**

Please submit a cover letter and resume to Brad Young at [info@theexchangechurch.com](mailto:info@theexchangechurch.com)

Closing Date: Position open until a suitable candidate is found