



Job Description

Title	Adult Ministry Administrative Assistant	Status	Full time non-exempt
Department	Adult Ministry	Reports to	Executive Pastor of Adult Ministries

POSITION PURPOSE

Assist the Adult Ministry team with implementing the vision of the church through ministry events, groups, community partnerships, congregational relationships in order to fulfill Hope Lutheran's mission *"to encourage all people to know the love of Christ."*

POSITION RESPONSIBILITIES

1. Ministry Support
 - Serve as administrative assistant to the Executive Pastor of Adult Ministries
 - Assist the executive pastor with scheduling of appointments and meetings
 - Administrative support for Hope University
 - Serve as administrative support for ministry meetings and as requested
 - Meet regularly one on one with executive pastor
 - Assist with membership administration
 - Oversee wedding scheduling and premarital process
 - Provide administrative support to adult, men, and women's ministry
 - Manage ministry communication needs
 - Coordinate Adult Ministry programming, Hope Events and third-party events
 - Oversee the bible study process including the inventory and checkout system
 - Assist the adult ministry team to coordinate and thank volunteers
 - Oversee small group opportunities
 - Order supplies for events, bible studies, small groups while maintaining a budget
 - Coordinate and attend team meetings as requested/needed
 - Order supplies as needed while maintaining a budget
 - Assist with basic administrative duties: printing, copying, labeling, data entry
2. Office Administration
 - Receive and disseminate incoming calls, mail, packages and messages and reply to email and messages as appropriate
 - Greet and assist visitors and guests for Adult Ministry
 - Assist with daily office coverage and coordinate schedules with the Adult Ministry team members
3. Other Duties
 - Serve on the database team, help manage and keep records clean and attend monthly meetings
 - Back-up the HopeCare Administrative Assistant and assist the Hospitality Director as needed
 - Enter baptismal record information in the database for newly baptized
 - Other duties as assigned

REQUIRED SKILLS AND ABILITIES

- ❖ Committed to the mission and core values of Hope Lutheran Church and participation in the life of the congregation
- ❖ Must have excellent communication and organizational skills, and accurate record keeping ability
- ❖ Proven ability to function effectively in an environment of changing priorities and frequent interruptions
- ❖ Team oriented, reliable self-starter, and possess a positive attitude.
- ❖ Extensive knowledge of Microsoft Office products, familiar with database maintenance and use

Pastor Mike Toomey
Executive Pastor of Adult Ministries
(701) 235-6629
mtoomey@fargohope.org

Hope Lutheran Church
2900 Broadway N
Fargo, ND 58102
Office: (701) 235-6629
Fax: (701) 235-5008

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Updated: April 2025