

Berean Christian Church
Dr. Kerwin B. Lee, Senior Pastor

Position: **Ministry Support Leader**
Reports to: **Pastor of Discipleship and Worship**

Principle Role

The Ministry Support Leader is accountable to the **Pastor of Discipleship and Worship** for assisting specific areas of ministry in operating according to their stated purpose, guidelines and the standards of Berean Christian Church by providing administrative and clerical services.

Primary Responsibilities

- Collaborating with Connections Pastor to implement orientation process for to new and existing volunteers.
- Compiling and editing all conference and class materials (A Word for the Times, Vacation Bible School, School of Biblical Studies, etc...).
- Completing all necessary paperwork (activity request, vehicle request, vouchers, etc...).
- Collaborating with ministry leaders to ensure that overall ministry goals are achieved.
- Developing relationships with church members and ministry coordinators to support the overall vision and goals of the church.
- Ensuring the communication of events and activities via print and digital media.
- Updating information of new and current members into church management software.
- Maintaining a database of ministry members and leaders.
- Preparing materials for church leadership trainings, workshops, and seminars.
- Providing administrative assistance and event coordination to various fellowship ministries.
- Recruiting volunteers for church-wide ministry events and activities.
- Performing other duties as assigned by the.