

# Office Minister

SAMPLE MINISTRY DESCRIPTION © Vibrant Faith Ministries 2007

Vibrant Faith Ministries  
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**Mission** (Your church's mission statement)  
**We** help people live a vibrant faith in Jesus Christ that is... authentic, available and affirming

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**Office Ministry Vision** The Office Minister fosters a hospitable office environment, while managing positive communication and organizational systems, coordinating Milestones, and coordinating weekly service mornings.

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**Desired Outcomes** As the results of this ministry ...

- Efficient and effective systems are implemented which allow for faith forming ministry to be the priority
- People sense a warm, friendly, inviting atmosphere when visiting or calling
- People receive clear, concise, honest, and positive communications
- Staff and congregation leaders receive help in learning better time management and organizational systems
- People's gifts and talents are recognized and utilized in meaningful ways
- Congregation and community members of all ages are honored by staff recognition of significant milestone events and anniversaries
- People take pride and ownership in their congregation, as they participate in weekly service mornings

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**Tasks and Innovations** *Hospitality Ministry*  
Create a welcoming, hospitable, people-come-first atmosphere with phone and office visitors.

*Systems Ministry*  
Streamline and coordinate organizational, communication, and time management systems in efficient and effective ways, including:

- Business flow
- Monthly newsletters
- Weekly E-mail announcements
- Web site updates
- Special event information
- Computer, software, and office equipment
- Daily computer data back ups
- Ordering and organizing supplies
- Scheduling facilities and events
- Maintaining church records
- Mailings
- Crisis management systems

*Milestones Ministry*  
Organizes a calendar of significant milestone events and anniversaries in the lives of people in the congregation and community. Each week at staff meetings, a list of these milestones is handed out and various staff choose to send cards or make phone calls that recognize and honor these times of joy, sorrow, or appreciation, sharing prayers, blessings, and naming God's continued presence.

### *Weekly Service Morning Ministry*

- Each week, a group gathers for a morning of service projects. The Office Minister efficiently organizes work projects such as mailings, milestone recording, etc. The Office Minister leads in Four Key faith nurturing practices.

### *The Office Minister...*

- Leads short prayers, devotional thoughts, gathers people to facilitate introductions and sharing faith stories, and directs people in service activities.
- Asks group for milestone events of which the staff and congregation should be aware. These include happenings and anniversaries for all ages, and may come from newspaper articles, personal knowledge, or other means. When appropriate, this service group may choose to respond to milestones, rather than staff.
- Observes gifts and talents of people and helps them apply their talents.
- Organizes phone calls to invite people for work mornings.
- Consistently gives appreciation to all participants.

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## **Relationships**

Supervised by Senior Pastor (or as appropriate for congregational setting.)

Supervisor oversees the flow and priority of projects and responsibilities coming from other staff and congregational leadership

The Office Minister supervises other office staff or helpers.

Shares in Team Covenant. (Read together at all Ministry Team Meetings)

This ministry team will share the love of Christ, equipping households of faith to nurture faith in children and adults. We will...

- Work from a common youth and family ministry vision
- Intentionally affirm, encourage, pray for, and bless one another and the ministries each represents
- Appreciate and affirm each other's gifts
- Be open to new ways of seeing and doing things
- Arrive on time for meetings, being well prepared to address the issues at hand
- Speak well of each other, to build up the body of Christ
- Commit to ongoing personal and professional growth
- Honor each other's individual pace and working style
- Keep confidentiality and deal with issues and concerns directly with those involved

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## **Qualities and Requirements**

- Theology and values are in harmony with the congregation's mission, vision, and values.
- Understands this job description as being in alignment with personal vocational calling, skills, and ability to learn.
- Professional work ethic and positive attitude
- Committed to Jesus Christ
- Training and experience in organizational, communication, and time management systems

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## **Benefits and Wellness**

Two hours a week to participate in congregational activities such as small group Bible Study, or other congregational activity, in order to be familiar with the people and ministry of the congregation.

\_\_\_ Salary

\_\_\_ Weeks of vacation

\_\_\_ Benefits

- Quarterly ministry reviews for the first two year
- After two years, annual ministry reviews
- Continuing education, support, and networking (as defined with supervisor at review times)