

# Board of Elders

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## Personal Member Ministry Administrative Assistant

**Mission Statement:** Personal Member Ministry helps us discover and develop our God given gifts and talents, empowering us for faithful and joyful service in every area of our lives, and building up the body of Christ as we serve God and others.

**Description:** The PMM Administrative Assistant works closely with the PMM Coordinator and Core Team to carry out the PMM Vision.

### Qualifications:

- Spiritually mature, active member of Trinity Ev. Lutheran Church who is growing in the knowledge and grace of Jesus Christ through regular worship, Bible class attendance, and personal study, prayer and meditation
- Supports Trinity Tomorrow Vision 2014 and the Personal Member Ministry Vision
- Able to organize complex projects
- Able to act independently
- Above average writing and communication skills
- Good computer skills, including comprehensive understanding of Microsoft Word, email, and an ability to upload ministry descriptions onto the website
- Ability to handle interpersonal relationships
- Has an understanding of and appreciation for the nature of volunteers
- Positive attitude, team player

### Responsibilities:

1. Serve as member of PMM Core Team.
  - a. Contribute ideas for the continued growth, development, and implementation of Personal Member Ministry within the Trinity congregation.
  - b. Continue to promote Personal Member Ministry through prayer, encouragement, and an enthusiastic attitude.
2. Meet and communicate regularly with the PMM Coordinator.
3. Perform administrative tasks related to the Discovery portion of the PMM Vision, as follows.
  - a. Coordinate the writing, approval, printing, and mailing of personalized S.H.A.P.E.D. Class invitations and brochures.
  - b. Purchase needed items for mailings and classes.
  - c. Assign and oversee the copying, assembly, and labeling of Discovery Class and Guide materials.
  - d. Train Discovery Class Office Staff and Mailing Assistant, as needed.
4. Perform administrative tasks related to the Matching and Placement portion of the PMM Vision, as follows.
  - a. Maintain a current contact directory of ministry leaders, connectors, and team members.
  - b. Maintain the PMM print and web catalogs of ministry opportunities.
    - 1) Work with ministry teams to create new ministry position descriptions, and work with ministry teams to regularly review and revise descriptions.
    - 2) Standardize new and revised ministry position descriptions and submit to boards for approval.
    - 3) Upload new and updated ministry position descriptions to the PMM web catalog, and update hard copies in the paper catalog. Notify Discovery Guides of new or updated ministry descriptions.

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- 4) Work with the Community Opportunity Researcher to identify community ministry opportunities, and maintain a listing of such on the PMM web page.
5. Assist PMM Coordinator in the development of new ministries, as requested.
6. Maintain the PMM web page of the church website.
7. Write, edit, or proofread PMM communications to staff, boards, ministry leaders, and congregation, as requested.
8. Serve as an organizer of Trinity's annual Faith in Action Day.

**Time Commitment:**

- Minimum 8 hours per week, with flex time based on workload

**Relationships:** The PMM Administrative Assistant works closely with and under the direction of the PMM Coordinator and Core Team. The Administrative Assistant also works with various other members of the PMM team, ministry leaders, board members, and ministerial staff.

**Training:** Training for the PMM Administrative Assistant will be provided by the PMM Coordinator and through personal reading and individual growth. There will be an opportunity to attend Life Serve National Convention each year.

**Compensation:** The PMM Administrative Assistant will be compensated at a rate of \$5,200 per year. This will be reviewed annually.