

# HOUSTON'S FIRST BAPTIST CHURCH

## Position Assignment:

**Proposed Job Title:** Adult Discipleship Admin Assistant **Department:** Adult Ministry

**Recruited By:** Minister of Adult Discipleship **Reports To:** Minister of Adult Discipleship

**Location:** Cypress Campus **Status:** Part-time Non-Exempt

**Proposed Employment Category:** V

**Summary of Position:** The Administrative Assistant to the Minister of Discipleship provides essential organizational and relational support to advance the discipleship ministry of the church. This role serves as a key partner in coordinating ministry efforts, managing communications, and ensuring the smooth execution of programs, events, and day-to-day operations. With a heart for ministry and attention to detail, the Administrative Assistant helps create an environment where leaders, volunteers, and participants can grow in their faith and stay connected to the life of the church. This position requires a spirit of service, strong administrative skills, and the ability to handle responsibilities with professionalism, discretion, and care.

**Purpose:** To provide all administrative duties needed for the Adult Ministry to operate efficiently and with excellence.

## Duties and Responsibilities:

- Execute all administrative needs for ministry programming and events. i.e. registration, communication, setups, forms, food orders, venue rentals, transportation.
- Manage calendar and website for the ministry
- Assist in managing the Minister of Adult Discipleship's calendar
- Effectively communicate with members and leaders about programming and events
- Input and maintain Group and Leadership data in Rock
- Prepare and process reports needed from Rock
- Work with creative services, designers, and vendors to order print materials
- Manage budget and handle financial forms for the ministry

This job description is not all-inclusive and can be modified verbally and in writing by the position supervisor.

**Skills Requirements:** Select all that apply

Language skills.       Math skills       Reasoning ability

Computer Skills:       Windows       MS Office       MS Outlook       MS Excel

Administration       Service to others       Teacher/Leader

Good Communication skills       Team builder       Self-disciplined

Servant leader       Decision maker       Strong work ethic

Empathy for ministry partners       Attention to detail

**Education and/or Experience:** Select all that apply

College graduate preferred       Administrative Experience       Personnel Management

Church Staff experience preferred       Other:

**Organizational Relationships:** Reports to Minister of Adult Discipleship

**Working Conditions:** Select all that apply

29 hour work week       Additional hours as needed       Occasional off campus activities

Continuing Education       Specialized training       Occasional travel

**Prepared By:** Josh Ganjavi

**Title:** Minister of Adult Discipleship

**Date Prepared or Revised:** April 30, 2026

**Signature of preparer:** \_\_\_\_\_

I have read and received a copy of my job description. I understand this document overrides anything I have understood in the past. I further understand that I am expected to work according to this job description. If I have questions concerning the work and what is expected of me, I will speak to my direct supervisor.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name