HOUSTON'S FIRST BAPTIST CHURCH

Position Assignment:

Proposed Job Title: Adult Discipleship Administrative Assistant **Department:** Adult Discipleship

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

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

Proposed Employment Category: IV

Summary of Position: The Adult Discipleship Administrative Assistant will be responsible to the church, under the direction of the Minister of Adult Discipleship, for the full administrative support of HFBC Cypress's Adult Discipleship Ministries, including Adult Life Bible Study (LBS), Wednesdays at Cypress (Equip) classes, and Adult Ministry events. This role serves as a key partner to the Minister in coordinating ministry efforts, managing communications, facilities, resources, data, and finances, 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 support Adult Discipleship Ministry by managing and executing all administrative duties needed to ensure Godly, effective, and excellent ministry within the Adult Discipleship department.

Duties and Responsibilities:

Discipleship Ministries (Life Bible Study; Wednesdays/Equip; & Grow Groups)

- Books rooms for all Discipleship events/classes through eSpace & builds room setups in Social Tables
- Orders necessary curriculum, books, & printed resources for Adult LBS & Equip Classes, ensuring delivery of materials at least 1 month before said materials are needed
- Ensures LBS & Equip classes have all required resources including rosters, signage, books, pens, name tags, dry erase markers & erasers, as well as any other needed supplies.
- Verifies/Enters attendance for LBS & Equip classes in Rock & maintains updated & correct class rosters and leader data
- Works with Membership Services to build & update groups in Rock, including LBS classes, Equip classes, and Grow Groups
- Compiles & records Sunday attendance across all ministry areas on the Cypress Attendance spreadsheet & distributes weekly to Cypress Staff & Member Services
- Compiles & records Equip attendance across all ministry areas on the Equip spreadsheet & distributes weekly to Cypress Staff & Member Services
- Coordinates logistics (room booking & set up; refreshments; etc.), resources, and communication for Adult Discipleship leader trainings (LBS Directors; LBS Teachers; Grow Group Leaders; etc.)
- Handles onboarding of new Adult Discipleship Pathmakers with resources, Rock access, and communication
- Assists with Equip night dinners: setup, serving, taking payment, depositing cash in the safety deposit box, and clean up.

Events

- Executes all administrative needs for Adult Ministry and Discipleship events, i.e. registration links, communication, setups, forms, food orders, venue rentals, and transportation
- Books event space and Production (if needed) through eSpace, builds Social Tables layouts, and coordinates setups with Facilities
- Coordinates necessary event supplies (plates, silverware, table covers, decor, etc.) - whether purchasing or retrieving from storage
- Assists with setup and teardown on the day of events and puts away all equipment
- Runs registration and attendance reports for events

Budget

- Assists the Minister in the setting & tracking of the Adult Discipleship budget reviewing line items monthly
- Handles check requests in Sage Intacct (i.e. Equip meals, events, vendors)
- Enters all receipts into Ramp weekly and inputs the Minister's mileage into Ramp monthly
- Handles all financial forms for the ministry

Administration & Support Services

- Manages the Adult Discipleship calendar & website/event information
- Assists in managing the Minister of Adult Discipleship's calendar and scheduling meetings
- Inputs and maintains Group and Leadership data in Rock
- Prepares and processes reports needed from Rock
- Primary contact with Creative Services for LBS guides & slides; Equip guides & slides; classroom signage; & other promotional projects as determined by the Minister of Adult Discipleship
- Handles ministry requests and correspondence on behalf of the Minister as needed

Staff

- Supports Adult Discipleship planning meetings by preparing agendas, taking notes, and follow-up
- Participates in All Staff and other meetings as requested
- Attends Planning Retreats as requested

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

☒40 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: October 7, 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