Adult Ministries Ministry Assistant

POSITION DESCRIPTION | EVANGELICAL FREE CHURCH OF LETHBRIDGE

EMPLOYMENT	Part-time, fixed-term | approximately 16 hours per week
TEAM	Adult Ministries / Ministry Support
REPORTS TO	Designated Adult Ministries supervisor
KEY RELATIONSHIPS	Adult ministry leaders, volunteer teams, participants and ministry staff

Position purpose

Provide practical, relational and organizational support to adult-focused ministries at E-Free Lethbridge. This role helps ministry leaders and volunteers deliver welcoming, well-prepared groups, classes and events by coordinating logistics, communication, and administrative follow-through. The position serves several ministry areas while working within priorities established by a designated supervisor.

Core accountabilities

Program and event support

Desired outcome: Adult ministry activities are organized, prepared and supported in ways that help participants engage and ministry leaders focus on people.

- Support small and medium-sized groups, men's and women's ministries, intercultural ministry, Alpha, Practicing the Way, Starting Blocks classes and related adult ministry initiatives.
- Coordinate practical details such as registrations, room bookings, supplies, hospitality, materials, setup and follow-up.
- Provide on-site assistance for selected classes, gatherings and events, including evenings and weekends when scheduled.

Volunteer and participant coordination

Desired outcome: Volunteers know what is expected and participants receive clear, timely information.

- Assist ministry leaders with volunteer schedules, reminders, orientation materials and practical needs.
- Prepare and send approved participant communications, registration information, and reminders.
- Help track attendance, participant information, and follow-up actions in approved ministry systems while maintaining confidentiality.

Cross-ministry administration and teamwork

Desired outcome: Multiple ministries receive dependable support within agreed priorities and available hours.

- Work with ministry leaders to anticipate seasonal needs, identify deadlines, and plan practical support.
- Maintain accurate program details, records and task lists using Planning Center, Microsoft 365, and related tools.
- Communicate workload and scheduling conflicts early so the designated supervisor can set priorities.

Typical responsibilities

The following are examples of routine responsibilities and may be adjusted as ministry needs evolve.

Before and during programs

- Set up registrations, participant lists, rooms and ministry materials as assigned.
- Coordinate with hosts, facilitators, and volunteers to confirm schedules and readiness.
- Provide hospitality, setup, and other hands-on support at selected gatherings.

Between gatherings

- Complete attendance updates, follow-up tasks, and routine administrative work.
- Help prepare communications, schedules, handouts, and resources for upcoming sessions.
- Maintain shared planning information and flag emerging needs or obstacles to ministry leaders.

Decision rights and boundaries

This is a ministry support position rather than the primary leader of the ministries it serves. Program vision, pastoral oversight, curriculum choices and volunteer leadership decisions remain with the responsible ministry leaders. The designated supervisor establishes work priorities, schedules, and approval of additional hours when requests from different ministries compete.

Candidate requirements

Essential

- A welcoming, relational approach and a desire to support adult discipleship and community.
- Strong organization, attention to detail, and dependable follow-through.
- Clear communication and the ability to work collaboratively with multiple staff and volunteer leaders.
- Ability to work a variable schedule that includes some evenings and weekends according to ministry needs.
- Comfort using office technology and willingness to learn Planning Center and other ministry tools.
- Agreement with E-Free Lethbridge's Statement of Faith and alignment with its Mission, Vision and Values.

Considered assets

- Experience serving in church-based adult ministries, small groups or discipleship programs.
- Experience coordinating volunteers, registrations or community events.
- Familiarity with Planning Center, Microsoft 365 or similar administrative systems.

Indicators of success

- Adult ministry programs receive reliable, timely, and practical support.
- Volunteers and participants receive clear communication and necessary resources.
- Registrations, records, and ministry details are accurate and kept up to date.
- Ministry leaders can focus more consistently on leadership, discipleship, and relationships.
- Workload and scheduling remain realistic within the agreed weekly hours and priorities.

Working expectations

This position is approximately 16 hours per week, with a variable schedule determined by program calendars and ministry needs. Some evenings and weekends are required. Weekly priorities and scheduled hours are coordinated with the designated supervisor; additional hours require prior approval. Specific employment dates and compensation are set out in a separate fixed-term employment agreement.