



Job Description

Job title	<i>Ministry Assistant (MA)</i>
People Group	<i>English People Group</i>
Reports to	<i>English People Lead Pastor & Associate Pastor (Executive)</i>
Revised Date	<i>February 7, 2025</i>

Church Background

Richmond Hill Christian Community Church (RHCCC) is a Purpose-Driven church to carry out the five purposes of the New Testament Church: Worship, Fellowship, Discipleship, Ministry, and Mission. We are a multi-cultural, multi-generational, and multi-lingual (3M) evangelical church which ministers in English, Cantonese, and Mandarin. To learn more about RHCCC, visit <https://rhccc.ca/rhccc/e/>

Reporting structure

This position reports to the English People Team Lead and Associate Pastor (Executive).

Job Purpose

To support RHCCC by providing comprehensive clerical, administrative, and organizational assistance to the English People Team, ensuring the effective operation of its ministries and alignment with the broader objectives of the Central Purposes Team. This role is essential for fostering communication, coordinating events, and maintaining administrative efficiency within the church and especially in the English People Group.

Duties and responsibilities

1. Administrative Support

- a) Manage and respond to phone calls, emails, and other correspondence on behalf of the English People Team.
- b) Maintain the team calendar, scheduling meetings, events, and programs.
- c) Assist with budget preparation, speaker honorariums, and tracking of expenditures as needed.
- d) Draft, edit, and distribute documents, including bulletins, reports, newsletters, and announcements.

- e) Provide secretarial support, including minute-taking, at weekly English Staff meetings and monthly English Ministry Committee meetings.

2. Communication, Collaboration & Coordination

- a) Serve as a liaison between the English People Team and other wider (3M) church teams, staff, volunteers, and congregants.
- b) Ensure timely dissemination of information, updates, and resources.
- c) Coordinate with the Central Purpose Team to streamline communication and joint initiatives.
- d) Contribute to the support, planning and execution of 3M Church and Central Purposes events and programs.

3. Event and Program Coordination

- a) Assist in planning and executing English People ministry events, retreats, and programs.
- b) Organize venue bookings for both on-site and off-site activities.
- c) Support volunteer recruitment and coordination for events and programs as needed.

4. Sunday Worship and Ministry Support

- a) Be present to provide assistance during English Worship Services.
- b) Collect, organize, and input “Connect with Us” card data for follow-up.
- c) Prepare and post sermon outlines on the RHCCC App and Live2 platform.
- d) Monitor and report service attendance and participation.

5. Record Management

- a) Maintain accurate records of English congregants, volunteers, police checks, and Plan-to-Protect compliance.
- b) Ensure secure handling of confidential information.
- c) Prepare monthly reports for the Executive Board Committee (ECB) as required.

6. Member Support

- a) Maintain membership records, including small group participation, baptisms, and memberships.
- b) Assess congregant needs and provide relevant information.

7. Core Competencies

- a) Demonstrate problem-solving skills and adaptability.
- b) Exhibit a collaborative, team-oriented approach.
- c) Maintain confidentiality and integrity when handling sensitive information.

Other Duties as assigned.

Qualifications

- 1) A mature and growing Christian with a servant heart committed to RHCCC's vision, mission, and values.
- 2) Relevant administrative and secretarial experience, preferably in a church or nonprofit setting.
- 3) Strong organizational, interpersonal, and communication skills.
- 4) Proficiency in English; Cantonese and/or Mandarin is an asset.
- 5) Advanced computer skills, including Microsoft Office Suite (Word, Excel, PowerPoint, Teams, and Outlook).
- 6) Ability to manage multiple tasks with attention to detail and remain composed under pressure.
- 7) Familiarity with church management software is an advantage.
- 8) Flexibility to work in a fast-paced environment with varying responsibilities and deadlines

Working conditions

Full-time position, requiring availability on Sundays for English Worship Services and occasional weekday evenings or weekends for events and meetings.

Physical requirements

N/A

Direct reports to this position

N/A
