

LifeSpring Church

Position Title: Ministry Administrative Assistant

Reports To: Director of Operations

Status: Part-Time 15 hours / week

Location: LifeSpring Church

Position Overview

The Ministry & Connection Assistant plays a key role in supporting the ministry and operations of LifeSpring Church. This position combines administrative excellence with a heart for people—ensuring the day-to-day functions of the church run smoothly while leading efforts to help new guests and members connect, belong, and grow within the church family.

Primary Responsibilities

Administrative Support

- Provide general administrative support to Director of Operations and Care Pastor (scheduling, correspondence, document preparation, data entry, etc.).
- Maintain church calendars, appointments, and event coordination.
- Manage communication between staff, volunteers, and church members.
- Oversee Connect Team supplies, facility needs, and vendor coordination.
- Support financial administration by processing reimbursements, invoices, and reports as needed.
- Keep management of volunteer schedules.
- Flexibility to take on additional tasks as necessary

Connect Team Leadership

- Lead and develop the Connect Team responsible for welcoming guests and helping them take next steps at LifeSpring.
 - Oversee the guest experience on Sundays—from greeting to follow-up communication.
 - Train volunteers in hospitality, engagement, and the church's mission and key values.
 - Organize and lead "Next Steps" gatherings or membership classes.
 - Ensure effective systems for guest follow-up, assimilation, small group member and volunteer onboarding.
 - Partner with ministry leaders to help people move from attendance to active participation in groups and serving.
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Qualifications

- A committed follower of Jesus Christ with a growing relationship with Him.
 - Agreement with LifeSpring Church's mission, vision, and key values.
 - Strong organizational and communication skills.
 - Proficient with office software (Microsoft Office) and comfortable learning new tools.
 - Ability to manage multiple tasks and deadlines with attention to detail.
 - Friendly, approachable, and able to lead volunteers with grace and encouragement.
 - Prior church administrative or team leadership experience preferred.
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Core Competencies

- **Servant Leadership:** Leads through service and humility.
 - **Hospitality:** Creates a welcoming and inclusive environment.
 - **Organization:** Manages time, systems, and communication effectively.
 - **Team Development:** Equips and empowers volunteers.
 - **Adaptability:** Stays calm and flexible in a dynamic ministry environment.
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To Apply

Send your resume and a short statement of why you'd like to serve with LifeSpring Church to tharris@lifespring.church.