



FIRST FREE
CHURCH

Discipleship Administrative Assistant

Summary

As part of the Administrative Support Team, the Discipleship Administrative Assistant provides high-level administrative support for the Discipleship Department. This role ensures the smooth operation of ministry systems and plays a key part in planning, project management, and execution of ministry initiatives, and also serves as the primary administrative support to the Executive Pastor of Discipleship. Additionally, the Administrative Assistant supports and is supported by the rest of the Administrative Support Team as needed.

Structure

This is a full-time, hourly (non-exempt) position of approximately 40 hours per week. The Discipleship Administrative Assistant reports directly to the Director of Administrative Support with additional reporting responsibilities to the Executive Pastor of Discipleship.

Responsibilities

General Responsibilities

- Serve as the first point of contact for all Discipleship-related inquiries, providing excellent customer service to staff, volunteers, and the congregation.
- Provide administrative support to all Discipleship areas, including scheduling, registrations, communication, and technical support for ministry platforms.
- Assist in developing and maintaining office procedures that support effective ministry, and clearly communicate them to staff and volunteers.
- Participate in departmental meetings to assist in planning, record action items, and track follow-up tasks.
- Coordinate with other church departments—particularly Facilities, Technology, and Communications—to ensure alignment and smooth ministry operations.
- Manage departmental purchasing within established budgets; review monthly financial statements and assist with expense tracking.
- Support the planning and execution of Discipleship leader meetings and training events, as well as additional ministry events.
- Work with Communications to maintain accurate Discipleship Ministry information on the FFC website.
- Attend Administrative Support meetings to communicate ministry updates and coordinate responsibilities between team members as needed.

Congregational Care

- Prepare and distribute prayer updates to elders, pastors, and subscribers to the church prayer list.
- Support Stephen Ministry by scheduling, communicating, and coordinating resources.
- Manage the wedding process according to the Wedding Guidebook.
- Oversee funeral logistics, working closely with facilities, funeral coordinators, and pastors.

Groups

- Build and maintain an accurate and accessible groups directory/database in Planning Center, including filters and information helpful for congregants seeking connection.
- Assist the Groups Pastor with additional tasks as needed.

Outreach

- Maintain an organized outreach team directory/database in Planning Center.
- Assist Coordinators with other responsibilities as needed.
- Provide direction and support as needed for the Outreach Coordinators.

Personal Qualifications

Character and Commitment

- Demonstrates a genuine love for the Lord and other people with an authentic, transparent, Christ-centered lifestyle.
- Attends and is committed to the vision, values, and beliefs of First Free Church.
- Exhibits humility, teachability, spiritual discernment, and emotional maturity.
- Enjoys working in a team environment; encourages, collaborates with, and motivates volunteers and staff.
- Proactively anticipates needs, prioritizes tasks well, and thrives in a dynamic ministry environment.
- Excellent organizational, planning, and time-management abilities with strong attention to detail.
- Strong interpersonal skills; able to communicate graciously and effectively.

Minimum Qualifications

- Proficient in GSuite.
- Comfortable using social media for ministry-related communication.
- Strong written and verbal communication skills, including English language and Grammar.
- Previous ministry or church administrative experience is preferred but not required.