

First Baptist Church Plant City
Job Description
Discipleship Ministry Assistant

Title: Discipleship Ministry Assistant

Reports to: Pastor of Discipleship

Relates Closely with: All Pastors, Office Staff, Small Group Leadership

Hours: Part Time Hourly (35 hours) – Non-Exempt

Objective: The Ministry Assistant for Discipleship supports the Discipleship Pastor and the Discipleship Ministry at FBC Plant City. This role is essential in ensuring the smooth execution of assimilation and discipleship initiatives, programs, and events. The assistant will provide administrative support, collaborate with ministry leaders, and facilitate the growth and development of discipleship pathways in alignment with the church's mission and ministries.

Responsibilities:

Administrative Support

- Assist the Discipleship Pastor with scheduling, correspondence, and meeting preparation.
- Prepare materials for discipleship programs, including curriculum, handouts, and promotional materials.
- Oversee event registrations, attendance tracking, and participant follow-up.
- Manage communication with class leadership, volunteers, and participants.

Program Coordination

- Support the pathways of the discipleship ministry (Small Groups, Disciples Path, Mentoring Discipleship).
- Coordinate logistics for Bible studies, leadership training sessions, and new member classes.
- Ensure the availability and organization of discipleship resources, such as books, guides, and multimedia tools (Ministry Grid, RightNow Media).
- Assist in promoting discipleship initiatives with the communications staff.

Volunteer and Leadership Support

- Assist in recruiting, training, and supporting volunteers and group leaders.
- Facilitate ongoing communication and encouragement for ministry leaders and volunteers.
- Provide administrative support for leader training sessions and retreats.

Event Planning

- Organize and execute discipleship-related events (Starting Point Luncheon and other)
- Manage event budgets, schedules, and logistical needs to ensure a seamless experience.

General Ministry Support

- Collaborate with other ministry teams to ensure the integration of discipleship into broader church initiatives.
 - Participate in meetings, ministry planning sessions, and church-wide events as needed.
 - Perform other duties as assigned by the Discipleship Pastor to support the overall goals of the ministry.
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Qualifications

- **Spiritual:** A growing personal relationship with Jesus Christ, agreement with the Southern Baptist Faith and Message, and active membership in the life and ministries of FBC Plant City.
- **Education:** High school diploma or equivalent required; Post secondary degree preferred.
- **Experience:** Previous administrative or ministry-related experience strongly preferred.
- **Skills:**
 - Strong organizational and time management skills.
 - Excellent verbal and written communication.
 - Proficiency in Microsoft Office, church management software (e.g., Planning Center), and social media platforms.
 - Ability to multitask and adapt to changing priorities.
 - Passion for discipleship and the mission of FBC Plant City.