

HOUSTON'S FIRST BAPTIST CHURCH

Position Assignment:

Job Title: Administrative Assist to the Minister of Operations **Department:** Sienna

Recruited By: Minister of Operations **Reports To:** Minister of Operations

Location: Sienna Campus **Status:** Part Time

Proposed Employment Category: V

Summary of Position: The Administrative Assistant to the Minister of Operations reports directly to the Minister of Operations. The position is part time but encompasses a wide range of responsibilities to include the Sienna Campus facilities, current and planned new facilities, Security, Maintenance, and Daily Operations. Additionally, the Administrative Assistant will assist the Minister of Operations in various ministry aspects to include Men's Ministry, Missions, and the Parking and Shuttle Ministry.

Purpose: To provide overall support services to the Sienna Church body as a whole.

Duties and Responsibilities:

Facility Operations: Assist the Minister of Operations in planning and coordination for ...

- Facility Operations. This includes oversight and coordination with vendors, employees, and all contracting services such as DTK to ensure that the Sienna facilities are serviced on a weekly basis as well as develop a long-term program for facility upkeep. This includes vendor contracts, scheduling of vendors, and payment of invoices.
- Advises and Coordinates Maintenance Requirements and Budgets for various vendors to include Monarch Landscape Management (lawn and sprinkler), Graco Mechanical (HVAC), Lakey Electrical (commercial electrical service and repair), HAR-CON Mechanical (plumbing), Fire Safe Inspectors, Shipwash Annual Elevator Inspection Service, Sienna Property Owners Association, and any other agencies requiring facility access or repair.
- Ensure coordination is made for miscellaneous vendors such as trash hauler, window washing, parking lot sweeping, pest control, and alarm monitoring.
- Fire and Security – Work with the Minister of Operations to coordinate overall security and fire preparedness with the HFBC Director of Security. This includes weekly onsite police officers and special event officers, annual safety inspections related to facility fire preparedness (Missouri City Fire Marshall) and with the contracted fire monitor service (Fire Safe) and All World Security for security cameras.
- Keep advised of any local or community relations event through the Missouri City Development and Review Coordinator and the local Sienna Plantation Property Owners Association.
- Assist the Minister of Operations for onsite project coordinator for the bi-monthly OAC coordination meeting with Kirksey Architecture, Brookstone Construction, and various contractors. Maintain construction status updates for the Sienna staff, and the Sienna deacon body.

Men's Ministry:

- Assist in coordination and planning with the director of the weekly Thursday AM Bible Study.
- Ensure that the quarterly MenServe activities are coordinated with the Sienna Volunteer Director, Sienna volunteers, Life Bible Study Leaders, and the Loop campus – Men's Ministry Director.
- Assist the Sienna staff, and local volunteers in planning and executing the annual Fall Men's tailgate party.
- Assist the Sienna staff and local volunteers in planning and executing the annual Spring Men's Retreat.
- Work with the Minister of Operations as he develops engagement for strategic events such as the Malachi Dad Prison Ministry and MidLink activities that encourage men to become better Men of God.
- Ensure that policies and procedures are in place for follow up with men who have made decisions for Christ, as part of the baptism process
- Participate with the Minister of Operations as the annual Men's Ministry Budget is developed.

Missions:

- Help facilitate and coordinate the annual Sienna mission trip planning/preparation schedule, Summer Sienna Serve, Sienna LBS Ministry Partnerships and Missionary Support.
- Work with the Minister of Operations to encourage volunteer support for local and international mission trips.
- Assist the Minister of Operations in planning and executing the annual budget preparation and monitor monthly mission expenses.
- Ensure participation in the monthly HFBC Sienna Missions Council Meeting

Shuttle and Parking:

- Work with the Shuttle and Parking Director to schedule and implement a safe and comprehensive plan for shuttle, parking, and pedestrian safety.
- Develop a maintenance plan that ensures that all rental vehicles are topped off with fuel and that maintenance scheduled.

Sienna Staff Coordination:

- Works with the Campus Pastor, Minister of Campus Development, and the Sienna staff to develop the annual operating budget and provides quarterly reviews of those expenditures. Maintain receipts and expenditures (related to the areas overseen by the Minister of Operations) to be reconciled monthly and be prepared to discuss budget items as requested
- May attend the weekly Sienna staff meeting when the Minister of Operations is on vacation or otherwise absent. Orientation to ensure that facility, security, parking, and maintenance requirements are understood and coordinated along all ministerial and volunteer levels.
- Assist the Minister of Operations in coordination for Housekeeping, Security, Maintenance, or specialty licensed or skilled work such as mechanical, plumbing, electrical, elevator and fire systems.
- Work with the Minister of Campus Development as he expands the ministry of the Life Bible Studies (LBS). This includes coordination for setup/takedown, cleaning, and ministry partnership.
- Work with the Minister of Operations as he plans and coordinates the annual Sienna Serve - Ministry Work Site location and logistical requirements for the week.

- Work with the Minister of Operations in planning and coordinating community requests/requirements for facility usage to include RPHS car washes, bake sales, annex usage, and banquet requests.

Ministerial Operations:

- Facilitate planning and scheduling for the Minister of Operations regarding funerals, weddings, baptisms, MidLink programming and teaching responsibilities. Additionally, ensure that all ministry aspects required for MenServe, Men’s Thursday AM Bible Study, and the Sienna Annual Men’s Retreat are planned and calendared as necessary.
- Assist the Minister of Operations as he seeks to reengage with Darrington Prison and Sugar Creek Baptist Church by providing ministerial leadership to the units weekly Malachi Dad program and the annual Day with Dad event.

This job description is not all-inclusive and can be modified verbally and in writing by the position supervisor.

Skills Requirements: Select all that apply

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Language skills | <input checked="" type="checkbox"/> Math skills | <input checked="" type="checkbox"/> Reasoning ability |
| PC skills: <input checked="" type="checkbox"/> Windows | <input checked="" type="checkbox"/> MS Office | <input checked="" type="checkbox"/> MS Outlook |
| <input checked="" type="checkbox"/> MS Excel | <input checked="" type="checkbox"/> Administration | <input checked="" type="checkbox"/> Service to others |
| <input checked="" type="checkbox"/> Teacher/Leader | <input checked="" type="checkbox"/> Good Communication skills | <input checked="" type="checkbox"/> Team builder |
| <input checked="" type="checkbox"/> Self-disciplined | <input checked="" type="checkbox"/> Servant leader | <input checked="" type="checkbox"/> Decision maker |
| <input checked="" type="checkbox"/> Strong work ethic | <input checked="" type="checkbox"/> Empathy for ministry partners | <input checked="" type="checkbox"/> Attention to detail |

Education and/or Experience: Select all that apply

- | | | |
|--|---|--|
| <input type="checkbox"/> College graduate preferred | <input checked="" type="checkbox"/> Administrative Experience | <input checked="" type="checkbox"/> Personnel Management |
| <input type="checkbox"/> Church Staff experience preferred | <input type="checkbox"/> Other: Click here to enter text. | |

Organizational Relationships: Reports to the Minister of Operations but assists all staff leadership to include the Minister of Campus Development, Minister to Students, Minister of Children and the Director of Women and Director of Preschool Ministry.

Working Conditions: Select all that apply

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|---|---|---|
| <input type="checkbox"/> 40 hour work week | <input type="checkbox"/> Additional hours as needed | <input type="checkbox"/> Occasional off campus activities |
| <input type="checkbox"/> Continuing Education | <input type="checkbox"/> Specialized training | <input type="checkbox"/> Occasional travel |

Prepared By: Ron Barkley

Title: Minister of Operations

Date Prepared or Revised: August 31, 2023

Signature of preparer: _____

I have read and received a copy of my job description. I understand this document overrides anything I have understood in the past. I further understand that I am expected to work according to this job description. If I have questions concerning the work and what is expected of me, I will speak to my direct supervisor.

Employee Signature

Date

Print Name