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The Mission of Trinity-by-the-Cove Episcopal Church is to spread the Good News of the Gospel and provide a loving and compassionate environment for the continuing transformation of a life in Christ Jesus. We believe this journey is shaped by God through worship, learning, friendship and service to others.

Ministry Description for Ministry Assistant at Trinity-by-the-Cove.

Purpose

The Ministry Assistant is responsible for all reception duties, greeting walk-ins, answering the telephones, opening the mail, event registrations, as well as assisting all other staff/clergy and parishioners as needed. Assists the Finance Administrator, as well as any other staff with office work, equipment training, and Realm sign ups/issues.

Accountability

Works in conjunction with the Rector, Parish Administrator, Finance Administrator other staff, and parishioners.

Level of Independence/Supervision

Works largely independently under the direct supervision of the Parish Administrator.

Collaboration

Works in close collaboration with Finance Administrator, other staff, and clergy.

Principal Functions

1. Answers phones at reception desk and refers calls as appropriate.
2. Assists parishioners with event registration in Realm.
3. Opens and distributes incoming mail and any packages from FedEx/UPS.
4. Handles other misc. items that are non-service related.
5. Observes the preparation for Sunday deposits as second person.
6. Trains for back up to Finance Administrator on Realm for account payables.
7. After the preparation of account payables checks by the Finance Administrator, the Ministry Assistant is responsible for verification of amounts/vendors.
8. After checks are signed, the Ministry Assistant mails checks, and then files account payable invoices.

9. Assists with mass mailing including stewardship mailings, and other parish wide letters.
10. Assists with thank you letters, birthday cards, and sign-up sheets.
11. Oversees print jobs and bundles for distribution i.e. service bulletins, weddings, funerals, music concerts, Stewardship, TAG, Annual Reports, Trinitarians, etc.
12. Orders all office supplies including paper for bulletins, business cards, miscellaneous mailings, etc.
13. Responsible for equipment in workroom: maintenance & supplies.
14. Mails weekly sermons to shut-ins.
15. E-Mails reminders for various committees and their prospective meetings.
16. Performs any other duties as requested.

Qualifications

The Ministry Assistant should have a friendly personal demeanor in dealing with parishioners; some college or business training; attention to detail; self-starter good prioritizing skills; high level of discretion in dealing with sensitive data and confidential matters; ability to be a team member, work under pressure and meet deadlines. Computer skills. Working knowledge of Microsoft Office, basic accounting skills, and ability to learn Realm. Experience with Mail/Merge helpful.

Abilities

- Effective Communicator with oral, written and interpersonal skills
- Pastoral sensitivity and grace
- Competence and comfort with computers and online communications
- Readiness to give and receive feedback and to offer more efficient and cost effective ways of working

Note:

The Ministry Assistant will work Monday through Thursday 10-4pm or hours agreed upon with a 30 minute lunch break, 22 hours per week.

The Parish Administrator will answer phones on Fridays.