

HOUSTON'S FIRST BAPTIST CHURCH

Position Assignment:

Proposed Job Title: Pastoral Care Ministry Assistant

Department: Pastoral Care

Recruited By: Minister of Pastoral Care

Reports To: Minister of Pastoral Care

Location: Loop

Status: Full Time Non-Exempt

Proposed Employment Category: IV

Summary of Position: The Ministry Assistant provides essential administrative and ministry support to the Pastoral Care Ministries of the church. This role assists pastoral care ministries, volunteers, and church members through compassionate communication, the coordination of care efforts, and the management of ministry operations. Responsibilities include coordinating fellowship events, managing communications and volunteers, handling financial processes, and maintaining supplies for care-related programs. With a heart for service and strong organizational skills, the Ministry Assistant plays a vital role in extending Christ's care and compassion by supporting individuals and families during hospitalization, grief, crisis, and spiritual need.

Purpose: To support the mission of Houston's First Baptist Church by providing administrative, organizational, and spiritual assistance to Pastoral Care ministries, ensuring that individuals and families impacted by cancer or chronic illness receive Christ-centered care, practical help, and meaningful connection to the church body.

Duties and Responsibilities:

- Serve as a pastoral care ministry support contact, communicating and responding to care requests.
- Coordinate and organize support fellowship gatherings, events, meals, and spiritual care opportunities.
- Maintain accurate records of ministry connections, community impact, and care stories.
- Manage ministry vehicle scheduling, eligibility for use, and required documentation forms.
- Oversee key hand-off processes, driving logs, and fuel stewardship.
- Track vehicle mileage and maintenance costs, coordinating directly with the church facilities and operations teams.
- Maintain ministry housing locations and coordinate guest needs.
- Identify, track, and maintain up-to-date records of homebound church members.
- Assist with recruiting, assigning, supporting, and training volunteer care partners for home visits and ongoing pastoral care.
- Coordinate personal visits, phone calls, cards, sacraments, and prayer support for those in need.
- Support special projects, mail-outs, and ministry initiatives across departments.
- Complete any other responsibilities as assigned by the Minister of Pastoral Care.

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

☒ Language skills ☒ Math skills ☒ Reasoning ability

PC skills: ☒ Windows ☒ MS Office ☒ MS Outlook ☒ MS Excel

☒ Other: Mac OS/Apple products

☒ Administration ☒ Service to others ☒ Teacher/Leader

☒ Good Communication skills ☒ Team builder ☒ Self-disciplined

☒ Servant leader ☒ Decision maker ☒ Strong work ethic

☒ Empathy for ministry partners ☒ Attention to detail

Education and/or Experience: Select all that apply

☒ College graduate preferred ☒ Administrative Experience ☐ Personnel Management

☒ Church Staff experience preferred ☐ Other: [Click here to enter text.](#)

Organizational Relationships: Reports to Reports to Minister of Pastoral Care

Working Conditions: Select all that apply

☒ 40 hour work week ☒ Additional hours as needed ☒ Off campus activities

☒ Continuing Education ☒ Specialized training ☐ Occasional travel

☒ Other: Occasional local travel for ministry errands, occasional lifting (less than 40lbs)

Prepared By: Rick Ponce

Title: Minister of Pastoral Care

Date Prepared or Revised: June 18, 2026

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