



Premarital Assistant Job Overview

Qualifications for employment at Watermark include having made a life commitment to Jesus Christ, agreement in writing with the Beliefs and Governance statements of Watermark, and having a work history and a lifestyle that are consistent with biblical principles. Must be an existing member of Watermark or willing to become one.

JOB TITLE: Premarital Assistant

DEPARTMENT: Marriage

REPORTS TO: Director of Marriage

FLSA STATUS: Non-Exempt

TIME REQUIREMENTS: Full-time; in-office

CLASSIFICATION: Non-Ministerial Role

VISION: Abiding in Jesus, we are making disciples together.

POSITION SUMMARY: Responsible for providing professional administrative support for the Premarital Team and Director of Marriage.

POSITION RESPONSIBILITIES:

1. Participate in weekly staff and team meetings
2. Coordinate all logistics for Merge premarital class (dates, website, managing Rock (Watermark's online database), registration, room reservations, name tags, workbooks, all paperwork, and materials), including new leader trainings
3. Track and administer steps for premarital couples desiring 2-on-2 counseling and/or a Watermark officiant
4. Communicate with the Wedding Assistant regarding couples marrying at Watermark
5. Send frequent emails to participants and leaders through Rock
6. Answer emails and phone calls regarding premarital class in a timely manner
7. Organize volunteers for weekly events and special events
8. Maintain master calendar of events for Premarital ministry
9. Maintain Premarital ministry website page
10. Prepare expense reports for self and supervisor
11. Coordinate schedules for meetings
12. Order supplies for self and team, as needed
13. Be available for any and all needs of directors
14. Join directors for pastoral care meetings, as needed
15. Participate in general Watermark staff-required activities (expense reporting, front desk duty, staff meetings, retreats, Christmas Eve, Easter, other "all hands on deck" events, etc.)

ROLE QUALIFICATIONS:

- Commitment to the vision and 10 markers of Watermark Community Church
- Commitment to Watermark's staff values: Dependent, Unified, Excellent, and Fun (DUEF)
- Experience in secretarial and administrative tasks
- Excellent communication and organizational skills
- Relationally warm and experienced with event coordination
- Proficient with computer skill
- Able to handle details

All employees' job descriptions are subject to change from time to time at the sole discretion of management.