



Premarried 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: Premarried Assistant

FLSA STATUS: Non-Exempt

DEPARTMENT: Marriage

TIME REQUIREMENTS: Full Time

REPORTS TO: Director of Marriage

CLASSIFICATION: Non-Ministerial Role

STAFF MISSION STATEMENT: Inspiring and equipping every Member to live a life of full devotion to Christ.

POSITION SUMMARY: Responsible for providing professional administrative support for the premarried/Merge team.

ESSENTIAL SKILLS & EXPERIENCE:

- Experience in secretarial and administrative tasks
- Excellent organizational and communication skills
- Proficient in Excel
- Detail-oriented

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 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 Premarried Ministry
9. Maintain Premarried 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

DIRECT REPORTS: N/A

MARKERS OF AN IDEAL CANDIDATE:

- Passion for providing administrative support to church pastors and managing an organized & efficient church office
- Dependable, friendly, professional, and neat
- Heart for marriage as defined by the Bible
- Spiritual Gifts: Administration, Service