



Soul Care Ministry Assistant | Ascend Church

Reports To: Director of Soul Care

Employment Status: Part-Time (20 hours per week-flex)

Work Arrangement: Hybrid (In-Office/Remote)

Core office hours are Monday through Thursday, with flexibility for remote administrative responsibilities throughout the remainder of the week. Availability for occasional evenings and weekends is required to support ministry events.

Compensation: Annual Salary, plus computer and cell phone allowance, paid staff holidays, and a quarterly paid Sabbath Rest Day

Position Summary

Ascend Church is a discipleship-focused church in the Kansas City metro area committed to equipping the body of Christ through faithful teaching, biblical counseling, and intentional community.

The Soul Care Ministry Assistant provides essential operational and administrative support to the Director of Soul Care and is available for training and development, as needed. This role is integral to the effective functioning of the Biblical Counseling Ministry, ensuring that systems, logistics, and communications are executed with excellence.

Spiritual Qualifications

- **Gospel Transformation:** Demonstrates a clear testimony of faith in Jesus Christ and evidence of ongoing spiritual growth.
- **Biblical Character:** Exhibits Christlike character consistent with Bible teaching (e.g., 2 Peter 1:5–8), maintaining a humble and teachable spirit.

Professional Competencies

- **Communication:** Exceptional written and verbal communication skills, with attention to clarity and professionalism.
- **Organization:** Proven ability to manage multiple projects, maintain organized digital systems, and meet established deadlines.
- **Technical Proficiency:** Demonstrated competency in administrative and ministry tools (e.g., Planning Center, Microsoft Office, Blicare, Microsoft Teams).



- **Adaptability:** Ability to work both independently and collaboratively, with a demonstrated capacity to grow and develop in alignment with the evolving demands of the role.
- **Counseling Training:** Completion of ACBC Fundamentals Training; 3-5 years of experience as an ACBC-trained counselor, preferred.

Key Responsibilities

Communication & Coordination

- Coordinate and manage scheduling for counseling sessions, meetings, and room reservations
- Develop, implement, and manage registration processes for training events and ministry activities

Organization & Administration

- Maintain accurate and secure records, ensuring confidentiality of all sensitive information
- Manage and update ministry calendars
- Oversee inventory and ordering of counseling materials and ministry resources

Ministry Support & Operations

- Participate in regular staff and team meetings (weekly and monthly)
- Assist in volunteer recruitment, onboarding, and coordination
- Support administrative development projects and ministry initiatives
- Evaluate workflows and recommend process improvements to enhance efficiency
- Oversee administrative logistics for training events and ministry programs

Counseling & Training Support

- Provide Soul Care Fundamentals training and counseling support, as needed
- Assist in reviewing lay counseling sessions and offering constructive feedback to developing coaches and counselors

Additional Information

- Must be or is willing to become a member of Ascend Church.
- Agree to and uphold confidentiality standards; background check required.
- This position may include additional responsibilities as assigned by the Director of Soul Care