

Administrative Support

MINISTRY TEAM ORIENTATION

The Administrative Support Team supports the ministry of the Word as a part of the Assimilation Ministries Team (Acts 6:1-7). They serve by assisting the staff with clerical tasks, organization of ministry resources, and other duties as needed. Times and dates to serve are flexible and vary depending on the task.

Serving effectively as a member of the Administrative Support Ministry Team requires:

Organizational Skills

Computer skills for some duties

Attention to detail

Punctuality

Desire to serve behind the scenes

Team Leader:

Susie Farley, Ministry Assistant for Biblical Training/Membership, (205) 313-7782, sfarley@brookhills.org.

Team members are welcome to contact the Assimilation Ministry Staff for any questions or needs:

Debby Bowers, Assimilation Minister, dbowers@brookhills.org, (205) 313-7795 office, or (205) 936-2129 cell.

Susie Farley, Ministry Assistant for Biblical Training/Membership, (205) 313-7782, sfarley@brookhills.org.