



**20 WAYS TO USE  
YOUR VIRTUAL  
MINISTRY  
ASSISTANT**

**MINISTRY ASSISTANT  
SERVICES**

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You may be thinking, “I understand that having a virtual assistant can help my ministry”, but maybe you are drawing some blanks as to WHAT they can actually do. This list is a series of things that you could potentially delegate to your virtual assistant and save yourself time! This is just a list of suggested ideas. You can probably think of more!

## **1. Cleaning up Your Email**

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If you ever feel yourself getting overwhelmed by your inbox, our VA can help respond to emails on your behalf. You can either have an email account from your ministry created for them and then forward them all correspondence, or you can give them access to your inbox.

We understand that privacy on sensitive matters are of the utmost concern for you and your ministry, which is why we require our VAs to be absolutely discreet. We will only handle the issues you ask of us.

## **2. Scheduling Your Personal Calendar**

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We can schedule your calendar for you and send you reminders. This includes scheduling a rotation of people you need to meet with so that no one falls through the cracks in your ministry.

## **3. Booking Travel**

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If you are looking ahead to conferences, traveling for special events or more, we can help you book your plane, rental car and hotel.

## **4. Event Planning**

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Does your church do VBS? Do you need a caterer for a special event? How about a bounce house, ice cream truck or pizza? We can get all of that handled for you as well! We'll make sure to shop around for the best prices and get those things handled for you.

## **5. Weekly PowerPoints**

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Does your church use slides? We can help make those slides for you and add the information you need. This includes lyric slides for songs.

## **6. Transcribing and uploading Audio files**

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If you like to upload your sermons online or to a podcast, we can do that for you as well! We can even transcribe the main points of your sermon for those who are unable to hear.

## **7. Monitoring Blog Posts Comments and Message Boards**

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If you like to keep a personal blog, or have a church message board or Facebook page, they can monitor comments and respond.

## **8. Social Media Setup and Management**

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If your church is wanting to get involved in social media, we can help! Not only can we set up your social media accounts (Facebook, Instagram and Twitter) but we can maintain these accounts with fresh content that allow people to know what is going on in your church.

## **9. Updating Your Website**

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We can stay on top of your website updates so that visitors are always getting the newest information. This includes uploading audio files, church calendar and sermon notes.

## **10. Biblical Research and Writing**

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We have an incredible team that can help you with every aspect of ministry. This includes Biblical research and writing. We can help you with your sermon preparation by finding the best content and putting it together in manageable form. Our sermon briefs can help you get the main points you need for the text so you can focus on writing your sermon.

## **11. Being a Liaison Between You and Your Teams**

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If you are dealing with multiple committees, boards or teams, we can help you stay in contact with all of them by functioning as liaisons. We can notify them of upcoming meetings (whether by call, text or email) and make sure everyone stays in the loop.

## **12. Putting Presentations Together**

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Have a big presentation coming up? We have you covered. We can compile your information into charts and graphs and make sure your presentation has the flair it needs to make a big impact.

## **13. Donor Contact**

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If you are in the middle of fundraising (whether on the mission field or for a new

building) we can help you keep in contact with your donors. We can send “Thank You” cards, or newsletters on your behalf.

#### **14. Sending Out Cards**

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Speaking of cards, if you want to add a personal touch to your ministry, we can help. We can send out birthday cards, “Thank You” cards for volunteers, personal invitations, and more. Sometimes going “old school” makes your entire ministry feel loved.

#### **15. List and Directory Management**

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We can update your email lists and church directory and make sure you have the newest member information.

#### **16. Personal Errands**

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This can be buying flowers for funerals, gifts for loved ones and volunteers, etc.

#### **17. Basic Receptionist Duties**

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We can help answer phone calls. The way it works that is most financially sound for you, is by having the VA check voicemails once a day and the return all calls. This is the easiest way to still get calls answered and save money (since the VA only responds during one period of time).

#### **18. Project Management**

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Have a massive project that you are planning on undertaking? Our VA can help there too. We can help breakdown the project into more manageable sizes and take those elements of the project that are stressing you out and handle it.

## **19. Basic Research**

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Need a new printer? Wondering how much it costs to run advertisements? What's the cheapest contractor to fix that window? What about new carpet pricing? Our VA can research anything and come back with the best three prices for you.

## **20. Editing and Proofing**

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If you need a document edited or proofed, our VA can give your document that extra once over to prevent any egregious errors from coming out.