



Job Description for Pastoral Administrative Assistant

Relationships:

The Pastoral Administrative serves as part of the Operational Development Department, reports directly to the Executive Pastor, and works with other pastors and staff as needed.

Ministry Qualifications:

Staff Ministry Qualifications:

- Evidence of a sincere commitment to Christ and a dedication to the advancement of the kingdom of God.
- Previous church and life experiences that reflect a positive testimony in the body of Christ.
- Active in Biblical community and consistent attendance at a weekly worship service.
- Evidence of practicing spiritual disciplines (personal Bible reading, prayer, etc.).
- A passionate heart for Christ, his Word, the local church, and people in general.
- Interpersonal skills with ability to communicate effectively with staff, volunteers, the congregation, and community.
- Member of the church or in process of membership, which includes: a. commitment to and ability to articulate our mission, vision, and b. values agreement with our church constitution and statement of faith (doctrine).
- Ability to maintain high standard of confidentiality both during and outside of work.
- Growing in Biblical knowledge and learning to disciple others.
- A desire to be part of a church ministry team that strives for excellence.
- Faithful, available, teachable and responsive to reproof and guidance.

Specific Ministry Qualifications:

- A warm, vivacious and servant-hearted disposition.
- Reliable and punctual with a strong personal work ethic.
- Strong written (grammar, spelling and proofreading) and verbal communication skills.
- Exemplary people skills including discernment and sensitivity.
- Proficient with Microsoft Office software, Mac and PC computers and able to learn additional office and technology software and equipment.
- Self-motivated and able to work with minimal supervision.
- Ability to prioritize designated tasks while proactively offering assistance with other observed needs

Objectives:

The Pastoral Administrative Assistant supports designated pastoral staff by managing and providing for their practical administrative needs. The Pastoral Administrative Assistant must understand the cadence of ministry work life and be able to proactively prioritize and offload the pastors' daily administrative tasks so as to maximize their ministerial capacity.

As an auxiliary member of the front office staff, the Pastoral Administrative Assistant will fill in with general secretarial responsibilities from time to time as needs arise.

Responsibilities:

Pastoral Administration

- Operates to optimize the Executive Pastor's day-to-day ministry in the following areas which include but are not limited to: managing and responding to emails, performing paper and electronic file keeping, booking and managing scheduled appointments, coordinating details of Field Staff visits and advocacy, personal office upkeep, assisting with the approval process of business matters, attending meetings as requested, making travel arrangements, keeping minutes of leadership and/or committee meetings.
- As directed by the Executive Pastor, assists in fostering a healthy staff culture and environment. This includes developing and executing assigned areas to help strengthen staffing relationships.
- Seeks to foster staff camaraderie and relationships both via specific direction of tasks as well as proactively contributing to a positive environment while completing other responsibilities.
- Operates to optimize the Teaching Pastor's day to day ministry by booking and managing scheduled appointments, managing and responding to emails, and performing paper and electronic file keeping.
- Operates to optimize the Community Groups Pastor's day to day ministry by booking and managing scheduled appointments, managing and responding to emails, and performing other duties as determined by the Executive Pastor.
- Supports other pastoral staff as needed in other capacities as directed by the Executive Pastor.

Roles

- Pastoral Administration
- Auxiliary Front Office Administration

Pay & Benefits

Full-time position with negotiable benefits. Pay based on experience and tenure.

Responsibilities (continued):

Auxillary Front Office Administration

- Maintains an office atmosphere that reflects warmth, organization and excellence for Christ.
- Covers published office hours that may include Monday through Friday 9AM-5PM. Additionally, non-published office hours which are Sundays during morning services. Total hours are not to exceed 40 hours per week, with no overtime unless preapproved. Schedule rhythm is to be set by the Executive Pastor and coordinated on an as needed basis with the Office Manager.
- Assists, in a backup capacity, with secretarial tasks which include but are not limited to: office hospitality, phone, voicemail, email, walk-ins, postal mail, word processing, printing, technology, calendars, databases, purchasing, office organization, meetings, errands, and building security.
- Attends weekly staff meetings, and participates in appointments as requested.