



## Job Description

**Title:** Clergy Administrative Assistant

**Position:** This position is part-time

**Support:**

Along with pastors and his/her fellow staff members, the Pastoral Administrative Assistant will personally support our **VISION** to

***Make disciples of Jesus Christ for the transformation of the world.***

In addition, he/she will practice the following **MISSIONAL STRATEGIES** of the church:

- ***Loving God***
- ***Growing Together***
- ***Serving Others***

**Skills/Qualifications:**

- Exemplifies a commitment to personal/emotional/Christian growth
- Efficient and creative communication skills (verbal/written) both internally and externally
- Experience with website maintenance and church-app development/management
- Technologically savvy with new tech and various social media platforms
- Ability to work productively/accurately with minimum supervision and with tight timelines
- Strong computer skills are imperative (Microsoft Products, Outlook, Planning Center)
- Proficiency in the use of standard office tools (phone systems, copy machine, etc.)
- Strong organizational skills and a professional/conscientious work ethic
- Ability to exercise discernment and wise judgment
- A commitment to confidentiality regarding all information
- Self-starter, good at multi-tasking and prioritizing projects
- Pleasant demeanor, flexibility and committed team member to the church mission
- Minimum of three years-experience as an Administrative Assistant
- Preferred: Bachelor's Degree in Communications or similar work experience

**Essential Functions:**

**Administrative duties for Pastor**

- Schedule duties
  - Schedule appointments and programs
  - Respond to invitations and to meetings/events
  - Identify activity needs/conflicts
- Pastoral Care
  - Keep pastors aware of members that need visits or calls
  - Create service bulletins as needed
  - Co-Coordinate Funerals/Weddings working as a liaison between all parties



- Worship
  - Attend weekly Worship planning meetings and keep notes/manage tasks
  - Schedule baptisms, membership and all related worship needs
- Miscellaneous
  - Coordinates meetings as asked and makes sure parties are prepared
  - Assist with Ministerial Staff needs and support as assigned
  - Special Projects as assigned by clergy

**Administrative duties**

- Provide support for annual events: Conferences, Retreats, and Special Events
- Receive church and Senior Pastor emails and determine which direction to send them emails or answer them
- Oversee church communications including: website/app information, social media posts, newsletters, bulletins, community publications, and other things as assigned
- Help with branding and marketing of the church per guidance from the Supervisor
- Produce clear, vision focused, communications that help call people to action
- Assist with the scheduling of clergy meetings and appointments as needs arise
- Other tasks as assigned by Senior Pastor

**Weddings**

- Assist with all weddings
- Respond to first time callers about weddings. Check calendar and take personal information; name, phone number, email and send this to Wedding Coordinator immediately
- Collect fees of said wedding if necessary.
- Complete and mail marriage certificates to county courthouse.

**Accountability:**

The Pastoral Administrative Assistant is responsible to the Senior Pastor or, in his absence, to the directed member of clergy.

I have read and received a copy of my job description. I understand what is expected of me.

Pastoral Administrative Assistant: \_\_\_\_\_

Date: \_\_\_\_\_

Senior Pastor: \_\_\_\_\_

Date: \_\_\_\_\_

SPRC Chair: \_\_\_\_\_

Date: \_\_\_\_\_