

[Company Name]
Pastoral Administrative Assistant Job Description

Job Title: Pastoral Administrative Assistant

Reports To: Church Administrator

Position Status: Full-Time Regular – Non-Exempt

Purpose

The purpose of this position, which is viewed as a ministry, is to support pastoral staff at [Church Name].

Job Responsibilities and Duties:

Weekly:

1. Prepare bulletins for Sunday and Wednesday worship services; copy Children's Ministry bulletins.
2. Prepare items for video projection as well as informing projectionist of these items.
3. Copy CDs, cassettes, and other audio material as required.
4. Prepare celebration/prayer cards for Pastors' pulpit announcements.
5. Correspondence and administrative support as required.

Monthly:

1. Prepare Church Board agenda and gather business items.
2. Prepare Leadership Council Agenda and minutes.

Miscellaneous Duties:

1. Prepare for baptismal events.
2. Schedule and coordinate information with couples regarding weddings; score pre-marital inventories; manage wedding files for pastors, and assist the marriage ministry team and wedding coordinators.
3. Update and maintain volunteer profile (two or three times each year).
4. Help Sunday School program administratively as needed.
5. Notify Pastors, Church Board, Lay Ministers, and Intercession Ministers regarding church members who are hospitalized or disabled; births, deaths, weddings and other events of church members and families of members.
6. Coordinate/assist with special events as needed.
7. Perform other tasks and responsibilities as assigned by the Church Administrator.

Job Skills and Requirements

1. Cordial and professional conduct and excellent interpersonal skills.
2. A commitment to confidentiality of personal information of the congregation and staff.
3. Ability to organize and administer information.
4. Ability to follow through with details.
5. Knowledge of computer hardware and software, including MS Word, Excel, Outlook, Access and church management software.
6. Timely attendance with ability to vary schedule when needed.

Evaluation and Compensation

The Pastoral Administrative Assistant works directly under the Church Administrator and receives an annual performance evaluation. Compensation is reviewed annually.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as outlined above, and that if I have any questions concerning what is expected of me, I will speak with my immediate supervisor identified above.

Employee

Date