

Accountable to: Lead Pastor, Joe Hishmeh FLSA Classification: Non-Exempt, hourly

Work schedule:

Part-time, approximately 25 hours per week. Assisting Lead Pastor as needed.

Position Mission:

Joyfully, effectively and confidentially assisting the Lead pastor to thrive and fulfill his calling to help people find and follow Jesus Christ.

Specific Responsibilities:

Receives and directs telephone calls to the lead pastor's office

- Answers telephone calls directed to the lead pastor's office and screens calls as appropriate
- Serves as gatekeeper to the lead pastor, while ensuring people are helped in a friendly and efficient manner
- Reviews and prioritizes telephone messages and daily mail for the lead pastor
- Makes telephone calls for the lead pastor, as directed

Maintains lead pastor's appointment calendar

- Makes appointments for the lead pastor, while redirecting those appointments that can be appropriately handled by another pastoral staff member
- Enters meetings, conferences, and church-wide activities onto the calendar at the lead pastor's request
- Provides the lead pastor with updated daily, weekly, monthly and yearly calendars
- Coordinates the FBC preaching schedule, including guest teachers

Assists with meeting preparation

- Aids in preparation for meetings through the production of documents, handouts, reports, meals, reminders, etc., as requested by the lead pastor
- Supports the executive pastor in the set-up and implementation of agenda for monthly Elder meetings; works with the executive pastor
- Records meeting minutes, when requested, and assists in ensuring meetings proceed in a professional and timely manner

Maintains the lead pastor's files

- Maintains various types of files and databases for the lead pastor
- Scan all documents and store in Evernote account
- Tracks and reconciles expense account for the lead pastor

Performs administrative duties for the lead pastor

- Reviews and/or drafts the lead pastor's correspondence and answers mail and/or composes letters, as directed
- Types ministry-related correspondence, reports, minutes, and sermon illustrations
- Arranges and reserves all ministry-related travel
- Initiates paperwork and maintains files on FBC copyright issues, as appropriate

Coordinates special projects for the lead pastor

- Takes initiative for new and special projects, as requested by the lead pastor
- Represents the lead pastor in dealing with members of the congregation, other churches, and the community at large

- Arranges transportation and hotel accommodations for special guests of FBC
- Coordinates activities associated with the lead pastor's writing content for ministry

Minimum Requirements:

Education/Experience

- Must have 3-5 years experience as a lead level administrative assistant
- Bachelor's or equivalent degree/certification
- Must possess a working knowledge of standard office equipment, computers, copiers, phone, and online environments.
- Must demonstrate strong working knowledge of computers and proficiency in software programs, including Microsoft Word, PowerPoint, Outlook, Access, Excel, database systems and use of the Internet
- Must possess efficient, caring and discerning telephone skills
- Must have a heart for the ministry of FBC
- Must possess the desire to aid the lead pastor in fulfilling his responsibilities and lighten his load whenever possible
- Must demonstrate an ongoing relationship with Jesus Christ through regular prayer, Bible study and worship attendance
- Maintains confidentiality in all situations
- The gift of hospitality
- Possesses a helpful, cheerful, diplomatic and caring servant attitude to all
- Strong organizational skills
- Is able to prioritize and multi-task, using good time management skills in a fast-paced environment

Work Environment:

FBC desires to encourage and support staff in an authentic and joyful ministry together. We desire each staff person to be fulfilled and thriving in his or her relationship with God, spouse (if married), and family (if children). FBC is experiencing exponential growth, which means exponential change. We are here to facilitate a ministry with people and resources so each thrives to a cohesive and effective ministry.

This job description does not state or imply that these are the only activities to be performed by the staff member holding this position. Staff is required to follow other job-related instructions and to perform other job-related responsibilities as requested by their supervisor.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on FBC. An individual seeking an accommodation should contact the Lead Pastor.

Wages are determined by the scope of the position and the experience of the incumbent. Information on wages and available benefits (such as vacation, paid sick leave, holiday pay, health insurance, etc.) attributed to this position will be discussed separately.



Job Description
Administrative Assistant

Job descriptions are not intended to and do not create employment contracts. FBC maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

Employee Signature

Date

Employee Print Name

Supervisor Signature & Title

Date

Supervisor Print Name