

Pastors' Assistant

Reports to: Lead Pastor

Effective: 8/30/19

Status: 35-40 hours

FLSA: Non-exempt

Job Summary

The Pastors' Assistant will support the Pastoral Team (Lead Pastor, Pastor for Worship, Pastor for Community Life) by providing administrative and clerical support for them as needed. The applicant will also support the ministries of the church through providing coordination, training and support in hospitality ministries and equipping our laity to be welcoming to all who come to Glen Mar.

Essential Functions:

- Provide hospitality to visitors of the church and congregants as main receptionist and representative of the pastoral office.
- Serve as coordinator of Glen Mar's Hospitality Team. Train and schedule Greeters, Ushers, Parking, Welcome Center and Refreshment Coordinators and, in coordination with the pastors, help with recruitment of same.
- Prepare bulletins for weekly worship and special services (e.g. confirmation, funerals)
- Send announcements, orders of worship & worship leader notes to the A/V Team, worship leaders and webmaster as appropriate.
- Schedule liturgists, lay readers and communion servers for worship services
- Calendar and track baptisms and new members, including sending follow up communication and helping prepare materials for new member events and classes.
- Assist with funeral and wedding administrative functions, like explaining our policies, securing payment and working with our funeral hospitality team.
- Update contact information, attendance and membership information in our database

Other Responsibilities

- Participate in staff meetings
- Help coordinate staff appreciation events/retreats
- Answer phone and sign for deliveries
- Order materials in support of pastoral initiatives (e.g., Lunch with the Pastors, trainings, church-wide studies)
- Calendaring events as needed
- Other administrative duties as assigned by supervisor

Minimum Qualifications

- 2 years' experience in multi-tasking work environments, preferably in non-profit, professional or church environment
- Proficiency in Microsoft Office Suite; experience with Adobe Creative Suite a plus
- A college degree or equivalent preferred, not required
- The ability to honor confidentiality

Core Competencies

- **Mission Ownership:** Demonstrates understanding and full support of the mission, vision, and values of Glen Mar Church. Relates to others in a way that promotes that mission, vision and values.
- **Interpersonal Skills:** Demonstrates the ability to work effectively as part of a team. Demonstrates the skills of active listening and openly accepts criticism. Productively engages and resolves interpersonal conflict. Engages people positively, with an attitude of optimism and generosity.
- **Hospitality:** Demonstrates the ability to represent Glen Mar to the public and with staff and the congregation in a way that reflects radical hospitality. Has heart for hospitality and helping mobilize others that share that same gift.
- **Team Building Skills:** Guides hospitality team leaders in the process of sharing best practices, identifying and solving common problems. Works with leaders to regularly assess the health of teams and groups. Creates and communicates vision, direction and goals for the team.

Working Relationships

- Reports to the Lead Pastor and SPRC as requested.
- Works collaboratively with all the paid and unpaid servants of the church.