

# **Pastoral Administrative Assistant**

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Reports to Associate Pastors

## SUMMARY OF ACTIVITIES

The role of the Pastoral Administrative Assistant is to facilitate an effective and efficient office for the pastors of Saint Andrew's. This position helps to support the overall ministry of the Associate Pastors. This is a full time position with salary and benefits.

## RESPONSIBILITIES

- Coordinate and oversee the pastors' calendar by scheduling all their engagements within the church and all their ministry engagements outside the church by communicating with all parties in a manner that is demonstrably professional, clear, and efficient.
- Maintain, organize, and assist the pastors in their correspondence with church staff, the Session, the Deaconate, church members, regular attendees, and those outside the church who are requiring pastoral correspondence regarding Saint Andrew's and its various ministries, also including outside friends, supporters of the broader ministry of the pastors.
- Compose, edit, and proofread correspondence including email, letters, thank you notes, and internal office memoranda. Review all printed materials generated from the pastors to ensure consistency and professionalism.
- Maintain accurate and organized files for the pastors.
- Assist in necessary correspondence with other churches, Sessions, and pastors regarding the transfer of members and matters pertaining to the Session's decisions and actions regarding membership and discipline, as needed.
- Assist in the prioritization and maintenance of weekly lists and agenda for the pastors pertaining to any requests, initiatives, meetings, or correspondence required of the pastors.
- Facilitate meetings and do any necessary research pertaining to upcoming meetings and other ministry engagements for the pastors and for all other parties in those meetings (eg. the necessary presence of another church staff person, elder, deacon, another female, etc.), time, location, and duration.
- Track expense records and receipts; complete expense reports; provide accurate notations for church accountant.
- Maintain the pastors' ministry, office, and adult education budget line items and ensure accurate reporting of expenses.

- Assist in coordinating travel arrangements, including conference registrations and General Assembly registrations; coordinate such arrangements for all those traveling with the pastors.
- Coordinate travel arrangements for visiting preachers and other speakers for Saint Andrew's, as needed.
- Assist pastors and Session in correspondence with all the church's missionaries and missions organizations, obtaining regular updates, prayer requests, and needs.
- Communicate and help schedule church-wide events on behalf of pastors with staff.
- Attend meetings with the pastors when requested; keep track of all action items resulting from meetings and follow up with meeting attendees and other persons, as needed.
- Assist in theological research for sermons, books, online articles, and various speaking engagements, such as missionary teaching trips, conferences, and theological training seminars.
- Provide administrative support for bi-annual new member's classes.
- Maintain accurate records of Saint Andrew's marriages, deaths, divorces, and church discipline matters.
- Help maintain pastoral administrative assistant production guide as well as the pastoral policy guide regarding matters pertaining to counseling and hospital visitation.
- Maintain periodical subscriptions and licenses for the pastors.
- Report appropriate news, events, and staff changes from like-minded churches and ministries to the pastors.
- Be present in staff meetings and counseling assessment sessions, when appropriate, and maintain accurate minutes for the pastors' future use and for the church's liability purposes.

#### REQUIRED SKILLS AND APTITUDES

- Must evidence a godly and exemplary life
- Member in good standing of a doctrinally orthodox church
- Administrative experience preferred
- Strong organizational abilities and proactive attention to detail
- GPA of at least 3.5 from most recently earned degree
- A basic grasp of biblical, theological, and ecclesiastical matters for research and correspondence

- Good written and verbal communication skills
- Able to multi-task and differentiate between priorities
- Familiarity with administrative software and willingness to learn new software as needed
- At times, be availability to deal with matters outside of typical office hours