

Pastoral Assistant

The pastoral assistant is primarily responsible for supporting the Pastor(s) in the performance of his duties, as well as providing additional support to other church staff as needed.

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| Ministry Area/Department | General staff/administration |
| Position | Pastoral assistant |
| Accountable To | Full time church staff |
| Job Evaluation | Annually by Pastor and Personnel Committee |
| Ministry Target | Full time Church Staff and Congregation |
| Job Classification | Part time; paid staff |
| Eligible Candidate | Church Member |
| Maturity Level Requirement | Stable, mature Christian |
| Spiritual Gifts | Pastor/shepherd, Administration, Serving |
| Talents or Abilities desired | organization skills, good communicator, detail oriented, some training in counseling, discreet |
| Best Personality Traits | dependable, discreet, professional, friendly |
| Passion for | Assisting the Pastor in the performance of his duties, efficiency and excellence in ministry |
| Length of Service Commitment | none |

Anticipated time commitments: 12 hours/week TOTAL

1.) Doing ministry/preparing for ministry: 10 hours/week

2.) Participating in meetings/training: 2 hours/week

Responsibilities/Duties:

1.) Under the oversight of the Pastor, assist in the shepherding of the congregation and outreach to visitors by:

- a. Making visits to those in the hospital or homebound.
- b. Following up with visitors who request more information about our church.
- c. Updating membership records and directories to include the digital database.

2.) Manage the development and distribution of church-wide correspondence as directed by the Pastor.

- 3.) Provide biblical counseling for individuals, when appropriate.
- 4.) Provide premarital counseling and officiate weddings and funerals of individuals who are not church members.
- 5.) When requested, assist the Pastor in sermon development, worship service planning, ministry development, and project planning execution.
- 6.) Prepare for and present Sunday morning announcement to the congregation. Responsible for finding a replacement in the event of your absence.
- 7.) Manage the Sunday morning Children's Church schedule as well as make yourself a part of the teaching rotation. Ensure all materials needed for teaching are provided when needed.
- 8.) Other responsibilities
 - a. provide internet & technical assistance as needed
 - b. create and distribute weekly church bulletin
 - c. maintain security system
 - d. update church electronic church displays
 - e. manage and maintain child check in system
 - f. keep church website current
- 9.) Perform other duties as assigned.

Please email resumes to pastorrusty@fbcmb.org