

Pastoral Administrative Assistant

Up to 20 hrs/week, Part-Time Hourly

Assists the Lead Pastor and the Pastoral Project Director

The purpose of this role is to organize and eliminate the physical and mental clutter that inevitably arises in the role of the Lead Pastor because of his many roles. The goal is that with these distractions eliminated and logistics handled efficiently and thoroughly, the Lead Pastor will have the time, clarity, and energy necessary to preach, teach, lead and shepherd our congregation more effectively.

Spiritual Requirements

- Confesses Jesus Christ as Savior and Lord.
- Able to share with others a clear testimony of Christian faith.
- Has consistent discipline in their devotional life in worship, prayer, Bible study and reflection.
- Obeys the Scriptural directives for growth and development of an individual Christian life, demonstrating the fruit of the Spirit and attitudes and actions of “servant-leadership” as indicated in the life of Jesus and throughout Scripture.
- Embraces Scriptural standards for behavior and attitudes in both physical and digital spaces.
- Pursues a vibrant relationship with the triune God through engagement with Scripture, prayer and worship, both individually and in community with the local church.
- Develops self-leadership: growing in self-awareness, self-management, relational integrity, and healthy practices including rest.
- Agrees substantially with the Articles of Faith, Constitution and By-laws of High Point Church.

Education and Experience

- Bachelor’s degree preferred, but decisions are made on competence.
- Demonstrated administrative and management skills.

Competencies and Expectations:

- Detail-oriented: Completed tasks are thorough and correct, including calendar times and notes, email correspondence, and catching and correcting conflicts in schedule or plans.
- Flexible: Can change and adapt calendar items quickly, and is available via text or phone for administrative needs and questions from the Lead Pastor’s office.
- Accurately anticipates upcoming events, calendar issues, and needs of the Lead Pastor.

- Uses discretion generally and particularly with confidential details. Pastoral assistance must maintain appropriate levels of confidentiality in all tasks.
- Excellent communication: Accurately cascades necessary info to the office of the Lead Pastor as well as to other staff through appropriate venues.
- Conflict-dissipating approach to conflict: Doesn't begin or prolong drama, rejects gossip, seeks resolution, is quick to apologize when appropriate, and is committed to harmony and solidarity with other team members (Eph 4:1-6).
- Action-oriented and solution-focused: Is prompt to answer requests and solve problems.
- Doesn't need to be reminded to complete tasks. Lead Pastor and Pastoral Project director can trust that open loops will be closed once passed on.
- Able to work in the office at least 15 hours per week, with flexible hours at home or in the office for up to 5 hours per week.

Position Responsibilities and Duties:

- Financial reimbursements and tracking
- Inventory of Lead Pastor office supplies and purchases
- Organization of Lead Pastor's office space: Dishes, bathroom cleaning, filing
- Appointment and project scheduling
- Appointment reminders: Texts and emails
- Travel planning: Trips to India, conferences, etc.
- First pass at emails and direct response to calendar emails
- Thank you notes
- FSA reimbursement tracking
- Office leave requests and tracking
- Managing staff interruptions and cascading information to appropriate parties
- ICS, SAI, and coaching: Keep track of Nic's responsibilities and meetings for commitments
- Available for impromptu tasks throughout the day: printing, receiving phone messages, making lunches, etc.
- Help Lead Pastor make his life work logistically with a "get it done" attitude.

Physical Demands

- Must be able to sit and stand for extended periods of time and lift objects up to 40 pounds

Relationships

- Reports to Pastoral Project Director
- Works alongside Lead Pastor and administrative staff