

LAKE GROVE PRESBYTERIAN CHURCH JOB DESCRIPTION

TITLE: Pastoral Assistant - Missions

CLASSIFICATION: Part-time, non-exempt

PURPOSE: The pastoral assistant supports the work for one or more departments providing administrative support for those ministries. This team member primarily supports the work of the Associate Pastor for Missions. Team member will also support other general administrative work as assigned.

RESPONSIBILITIES:

1. Schedules appointments, maintains schedules, and assists with correspondence, copying, maintenance of lists, files and certificates and completes requested reports in a timely manner.
2. On behalf of the Missions team, works with the Director of Communications to coordinate publicity for the bulletin, all church emails, special publications, brochures and booklets, with attention to current calendar and ministry priorities. Submits current information for the church website and social media.
3. Coordinates the scheduling and filming of participants for Church Alive announcements and ministry videos.
4. Coordinates and manages volunteers for mission events and programs as needed.
5. Updates Church Calendar and Pastoral Vacation Calendar.
6. Oversees registration for events and meetings. Makes room reservations/setups, secures childcare (if needed), supports registration (if needed), arrange for refreshments for meetings (when necessary).
7. Orders materials/books when needed and maintains current periodicals and magazine subscriptions.
8. Helps with research, details and planning for guest speakers, retreats, seminars, special events, mission trips and fundraisers. Makes travel arrangements and reservations as needed.
9. On behalf of the Missions team, work with the Director of Communications to creates PowerPoint Presentations as necessary, and assist with the Mission Wall displays as needed.
10. Works with the Senior Accountant for maintaining accounts, purchases, check requisitions/payments, and reconciling monthly VISA statements. Reminds missions partners of designated funds available.
11. Attends monthly all-staff meetings, calendar meetings and program staff meetings (as requested). Takes notes re: items of interest for associate pastor, particularly with regard to scheduling, publicity, and liaison with other staff and programs.
12. Assists members of the Mission Outreach Team as requested and approved by associate pastor.

13. Assists all church staff with projects as approved by Associate Pastor of Missions.
14. Other duties as assigned.

MISSIONS TEAM

- Liaison with Mission Outreach partners, including Mission Outreach Team meetings
- Budget Renewal
- Worship bulletin prayers
- Child Sponsorship
- Support mission trips and logistics
- Resource Go-Teams as Needed
- Maintain Mission Photo Gallery
- Assist with sharing mission's stories with the congregation. Coordination with videographer as necessary.

OTHER

- Liaison with Women of Vision/LGPC
- Liaison with Job Seekers/LGPC
- Liaison with other outside groups as requested

EDUCATION & PROFESSIONAL QUALIFICATIONS:

- College degree or equivalent preferred.
- Proficient using Microsoft Office Suite (Word, Publisher, Outlook, PowerPoint, Excel), ability to work well in Adobe Photoshop, Illustrator InDesign, and Realm Church Database system.
- Ability to use general office machines and equipment including phone system, and postage machine.

PROFESSIONAL & PERSONAL QUALIFICATIONS

- Good judgment: ability to respond appropriately to needs.
- Problem-solver: facilitate processes to provide people with information, direction, or help.
- Skilled at multi-tasking.
- Able to adapt style to that of individual associate pastor(s).
- Ministry attitude: ability to serve individuals with Christian compassion.
- Team player/collaborator - be reliable, active listener, ready to help, support and respect others.

PHYSICAL REQUIREMENTS:

The conditions listed are representative of those that must be met by a team member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Environment: Standard office setting.

- Physical: Sufficient physical ability to work in an office setting and operate office equipment. Team members will be able to sit for extended periods of time. Team members will continuously be performing hand and wrist work including grasping. Team member may periodically be asked to lift items up to 50 pounds.
- Vision: See in the normal visual range with or without correction, vision sufficient to read computer screens and printed documents.
- Hearing: Hear in the normal audio range with or without correction.

ACCOUNTABILITY: This position reports to the Associate Pastor of Mission. This is a 20 hours per week position – typically Monday through Friday with occasional exceptions to meet the needs of church ministries. Hours can vary with supervisory approval.

RELATIONSHIPS: Collaborates with the Director of Communications, all program staff, Pastors, Elders, Trustees and support staff.