

Administrative Assistant for Senior Pastor; Pastoral Care; and Missions and Engagement
Job Description
(approved 4/16/23)

Hours Full-time (40 hours); Non-exempt
Supervisor: Executive Pastor

Purpose: A strong ministry of administration makes it possible for Central Bearden to pursue its ministry goals and maintain its records accurately, and to communicate with members effectively. This position supports the Senior Pastor, Executive Pastor, Deacons, Minister of Pastoral Care, and Minister of Missions and Engagement as well as their committees, teams and members.

Relationship: Although this position is supervised by the Executive Pastor, most work performed will be for Senior Pastor and Minister of Pastoral Care as well as Deacon Chairperson, Minister of Missions and Engagement. Being a team player with the Receptionist is critical.

Qualifications, Skills and Gifts:

- A strong and growing personal relationship with Jesus
- Maintain confidentiality
- Offer hospitality and positive attitude to guests, members, and other staff
- Pay attention to detail, be organized and flexible
- Ability to work with Microsoft products, ACS, and other software as needed

Description of Duties:

- For Senior Pastor: provide administrative support as needed and requested. This may include but is not limited to scheduling meetings, maintaining church committee lists, answering phones, purchasing supplies, and informing of important dates and activities.
- For Deacons: provide administrative support to the chair and chair-elect. This may include but is not limited to keeping deacons informed of activities, maintaining deacon database, and informing of hospitalizations and bereavements.
- For Executive Pastor: provide administrative support by maintaining accurate church database and statistics for church reporting, attending and taking minutes at staff meetings, maintain vacation schedules of all staff.
- For Pastoral Care: provide administrative support as needed and requested. This may include hospital, homebound, and bereavement information. Act as liaison for funeral homes.
- For Missions and Engagement: provide administrative support as needed and requested. This may include but is not limited to scheduling meetings, providing information to communications team, and coordinating details of mission trips and projects.
- For church software: maintain the church database through ACS and be able to trouble shoot and provide ACS support to other staff as needed.
- For General Office: work directly with the Receptionist to maintain adequate front desk coverage during office hours. Provide general support for volunteers, church members and guests.