

**Position:** Assistant to the Executive Pastor

**Classification:** Full Time, Non-Exempt (36 hrs/week)

**Primary Reporting Relationships:** Executive Pastor

**Direct Reports:** None

**Ministry Area:** Ministry Staff, Pastoral Department

**Interfaces:** Church, school, and preschool staff members, church members, visitors, contractors, and other stakeholders as identified and appropriate

**Our Vision:** To saturate the 4B Area with the gospel by restoring people, families, and churches. *(The 4B Area refers to the geographic area of Southeast Houston from the Beltway to the Beach and the Bay to Brazoria County.)*

**Profile:** Our organization has a culture led by a collaborative and cohesive team that is dedicated to accomplishing our vision while living a lifestyle that demonstrates our **Values:**

- Gospel Restoration
- Spirit and Truth Empowerment
- Relentless Love
- Hands-On Service
- Kingdom Partnership

**Job Purpose:** The Assistant to the Executive Pastor provides support to the Executive Pastor in all areas of ministry, staff development and leadership, and assists in proclaiming the message of the gospel to members and visitors of the church in order to fulfill Bay Area Church's vision to saturate the 4-B Area with the gospel by restoring people, families, and churches.

**Employee Profile:**

- Acceptance of and agreement with the Bay Area Church statement of faith and standard of conduct
- A strong, clear Christian testimony
- A lifestyle that displays an ongoing personal relationship with God and a commitment to serve Him daily
- Be a committed and active member of Bay Area Church

**Major Responsibilities:**

- Partner with the Executive Pastor as a front-facing member of the ministry team in all areas of ministry to assist with sharing the Gospel, ministering to people inside and outside the church body, supporting staff, and helping the church to function well
- Assist in managing community relations, to include the coordination of ministry events focused on spreading the gospel message to the community, to include self-developed religious content in line with the church's faith and religious and spiritual growth
- Provide support to all major church-wide gatherings (Family Gathering, Christmas, and Easter), to include editing of message content designed to share the gospel with people inside and outside the church body
- Provide spiritual care, encouragement, and counsel to administrative staff and other employees
- Provide prayer, counsel, spiritual encouragement, and Gospel-sharing to church members and others during interactions
- Serve on Sunday mornings helping to proclaim the Gospel, praying with others, welcoming them, helping them get connected, and assisting the Executive Pastor with ministering to the church body
- Provide any needed assistance for weddings and funerals on behalf of the church providing prayer and support to families when needed
- Participate in training that enhances the ministerial and faith-based aspects of the position

- Provide additional support for the Executive Pastor, to include: managing public email, managing and coordinating daily schedules, preparing routine correspondence, managing contracts and speaking engagements, assisting with corporate communications, and serving as proxy on authorized correspondence
- Serve as liaison for various leadership groups
- Document, distribute, and file meeting minutes for organization meetings to include: All-Staff Meetings, Ministry Staff, and other required meetings
- Office responsibilities to include: participation in administrative support interview process, participation in administrative support staff professional development and regular meetings, coordination of the agenda for monthly all-staff events, management of the master calendar and calendar planning process, and maintenance of communication log and calendar
- Assist with room set-up, hospitality and food, and clean-up for meetings, events, and gatherings
- Utilize the HUB database pertaining to membership, communication and calendaring
- Coordinate and approve all room/event requests while managing and maintaining the church ministry calendar
- Provide assistance and coordination of major church staff events and gatherings (i.e. Staff Retreat, Bay Area Family Gathering, Advisory Councils, Staff Fun Days)
- Other duties as assigned

#### **Required Skills and Abilities:**

- Associate Degree or equivalent education/work experience
- Formal ministry experience and/or training preferred
- Spiritual maturity and understanding of the role of ministry
- Ability to share the Gospel through words, actions, and interactions both in work and personal settings
- Intermediate computer skills in programs such as MS Word, Excel & Outlook, etc.
- Must possess the ability to read and write at an advanced level in a business environment
- Must be able to accurately process alpha/numeric information
- Ability to work independently with limited supervision, multitask and possess strong initiative
- Possess organizational and time management skills with ability to prioritize and be detail-oriented
- Ability to establish and maintain effective working relationships with members, vendors and fellow employees
- Possess strong analytical skills and the ability to think logically, establish and follow procedures, instructions and make sound decisions
- Ability to exercise independent judgment within established systems and procedures
- Practice and ensure proper sensitivity and confidentiality with information
- Ability to consistently meet deadlines

#### **Physical Requirements:**

If required by law, the physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. All physical requirements, job duties and abilities are subject to possible modification to reasonably accommodate individuals with a qualified disability.

1. The employee is regularly required to use their hands and fingers, to include: Fingering - picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling; Grasping - applying pressure to an object with the fingers and palm. Repetitive motion - substantial movements (motions) of the wrists, hands, and/or fingers.
2. Talking – the employee will be required to express or exchange ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
3. Hearing- the employee will be required to perceive the nature of sounds at normal speaking levels with or without correction. Employee will need to possess the ability to receive detailed information through oral communication, and to make the discriminations in sound.
4. Light work. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work. The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data

and figures; transcribing; viewing a computer terminal; extensive reading. Activities occur inside and outside, and the worker is subject to both environmental conditions.

I have received, reviewed and fully understand the job description for the position of **Assistant to the Executive Pastor**. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described. I understand that this job description is not designed to contain a comprehensive list of all of the activities, duties, or responsibilities that are required of an employee for this job, and that the responsibilities and activities may change at any time with or without notice.

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Employee Signature \_\_\_\_\_

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