



**Position:** Administrative Assistant to the Executive Pastor  
**Hours per week:** 25 – 30 hours/week  
**Reports to:** Executive Pastor

### Summary of Position

Support the mission of Faith Baptist Church administratively and spiritually to help achieve the purpose of the church. Assist the Executive Pastor in a professional manner; and in such a way that enables him to maximize effectiveness and productivity in his role of spiritual leadership.

### Specific Responsibilities

- Make telephone calls for the Executive Pastor, as directed
- Maintains Executive Pastor's appointment calendar
- Schedule meetings, conferences, and church-wide activities onto the calendar at the Executive Pastor's request
- Aids in preparation for meetings through the production of documents, handouts, reports, meals, reminders, etc., as requested by Executive Pastor
- Records meeting minutes and assist with meeting agendas as requested by Executive Pastor
- Maintains the Executive Pastor's files/databases
- Completes purchase orders and files with financial assistant
- Reviews and/or drafts Executive Pastor's correspondence and answers mail and/or composes letters and cards, as directed
- Type ministry-related correspondence, reports...
- Arranges and reserves all ministry-related travel
- Represents the Executive Pastor in dealing with members of the congregation, other churches, and the community at large, as required
- Other duties relative to administration of FBC as requested by Executive Pastor

## **“The Real job” (This is what you really do.)**

- **Time saver**

The essence of the job is to maximize the time of the Executive Pastor. Whatever you can handle that multiplies his time – take it and run with it.

- **Mind reader**

Anticipate even the smallest of needs and act proactively, think with and ahead, so almost to know what the Executive Pastor is thinking before he thinks it.

- **Juggler**

Handle all calendar and schedule details, travel, and general communication. Coordinate events, training meetings and personal details on a daily basis. ...all this without dropping a ball.

- **Diplomat**

Able to communicate with exemplary verbal and written skills, make everyone feel like a million bucks even when you have to say no.

- **High Wire Walker**

Confidentiality of personal and church information is essential, one slip from this high wire offers no second chance.

- **Firefighter**

Solves problems as directed and on own initiative (but always communicating), using a bucket of water, not a bucket of gasoline.

## **Important Skills / Personal Traits Required**

- Must possess a kind, helpful, cheerful, diplomatic and caring servant attitude to all
- Must possess efficient, caring and discerning telephone skills
- Maintains confidentiality in all situations
- Strong organizational skills
- Must possess a working knowledge of standard office equipment, including copiers, phone...etc.
- Must demonstrate strong working knowledge of computers and proficiency in software programs, including Microsoft Word, PowerPoint, Outlook, Excel, church database systems and use of the Internet
- Able to prioritize and multi-task, using good time management skills