



Madison Heights Job Description

PASTORAL ASSISTANT

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| POSITION PURPOSE | The Pastoral Assistant is responsible for supporting the Senior Pastor and other pastoral staff. Oversight of pastoral office, procedures, and equipment. |
| POSITION HELD BY | |
| SUPERVISES | |
| EMPLOYMENT LEVEL | Class III |
| DIRECT REPORT | Director of Ministry Operations |

Position in 3 words

Manage and Support

Elevator speech of Job Description:

Responsible for the daily operations of the MHC pastoral church office. This includes support for the Senior Pastor and assistant pastors and the programs and meetings for which they are responsible.

Shared Team Pathway Objectives:

As a team and as individuals within the team, in your specialty, and in collaboration with the staff as a whole—build accessible on-ramps for new and long-time MHC members/attendees, as follows:

| <u>WORSHIP...</u> | <u>CONNECT...</u> | <u>SERVE...</u> | <u>GO...</u> |
|--|--|--|---|
| <i>Contribute to increased traffic of Madison residents (non-Christians, de-churched people, and new residents) into corporate worship. Shepherd members and attendees to increase the frequency of worship attendance and engagement. Encourage increased engagement of members and regular attendees in private worship.</i> | <i>Contribute to increased numbers and percentages of members/regular attendees who are meaningfully engaged in smaller groups within the church. Involvement in Small Groups, Discipleship, and MHC Ministry Teams are to be especially emphasized.</i> | <i>Contribute to the increase of regular member/attendee involvement and volunteerism in the church and community, especially on Sunday mornings and within your ministry area—thereby strengthening MHC as a “staff led, volunteer run” church.</i> | <i>Contribute to a culture of ‘giving grace away.’ Embracing ministry as a life of Divine appointments to treat others in a way that ‘only grace could explain.’ Sharing resources and struggles in such a way that our story of finding personal ‘refuge’ in Christ resonates with our neighbors and highlights His Grace not our moral victories.</i> |

POSITION OUTCOMES/EXPECTATIONS:

LEADERSHIP:

- 1.) Provide Executive Administration for the Senior Pastor especially as it relates to his pastoral oversight of the Elders, Deacons and any committees or commissions he serves on.
- 2.) Provide administrative support for pastoral staff.
- 3.) Provide hospitality for guests and visitors, and create a professional office environment for the pastoral/counseling offices.
- 4.) To uphold and actively promote the vision, mission, and philosophy of ministry of MHC, specifically to engage and cultivate hospitable & intelligible Sunday Worship, service, and witness in Madison and the world.

ADMINISTRATIVE:

- 1.) Manage and execute the daily responsibilities of the office, including data and statistical reports for officers/Presbytery, expense reports, overall calendars, and office phones.
- 2.) Responsible for Office supplies, mail, desk coverage, guests, visitors, and general interface to the public.
- 3.) Manage counseling appointments and schedules for all pastoral staff.
- 4.) Primary point of contact for benevolence requests and forwarding those requests to the appropriate member of the Diaconate.
- 5.) Maintenance of church calendar and database as it relates to pastoral care. (Touchpoint software)
- 6.) Administrative support of ecclesiastical events (Baptism, Lord's Supper, Funerals, Weddings).
- 7.) Gatekeeper for the communication of bereavement and new births at MHC
- 8.) Assist with management of Care team recruitment and execution.
- 9.) Administrative support of occasional classes and events (New member's classes, communicant's classes, Presbytery, Officer training, Angel tree, Christmas, Easter, Food Drive, etc.)

GENERAL STAFF RESPONSIBILITIES:

- 1.) Staff responsibilities are completed in a quality and timely manner (finance reports, budget preparation & alignment, time off requests, semi-annual reports, etc.).
- 2.) MHC values the staff culture, exchange of ideas and loyalty that is built from working together on a daily basis, therefore MHC has invested in office resources for onsite work. As such, all staff members, except with direct exception from their direct report, should plan to work from MHC during office hours.
- 3.) Work week expectations are a standard 8-5, M-F for purely Administrative staff.
- 4.) The setting annual goals and objectives is expected of each staff member, quarterly reviews of goals and objectives as well as re-calibration and celebration where appropriate.

QUALIFICATIONS AND REQUIREMENTS:

EDUCATION & EXPERIENCE

- A Bachelor's degree is required.

SKILLS, ABILITIES, & ATTRIBUTES

- Strong computer skills including Word, Excel, and Outlook.
- Ability to manage and think logistically while simultaneously interacting with members/visitors in an encouraging, welcoming, hospitable manner.

- Analytical thinker who can draw conclusions and develop processes.
- Extensive experience with Executive leadership, including calendar and correspondence related to booking/declining engagements, oral and written communications, and tactful/gracious verbal/body language.
- Team oriented with a heart and skill for developing processes and handling multi-tasks simultaneously with ease and proficiency.
- Enthusiastically affirm MHC's mission and vision.
- Volunteer management.
- Google Drive, Docs, Sheets, Google calendar.

REQUIREMENTS

- All employees must commit to performing their duties in accordance with the stated mission and purpose of the church, MHC Policies and Procedures Manual, agreement with MHC Staff covenant and the Westminster Confession of Faith.
- All employees must be evangelical Christians and active members of Evangelical churches.
- Evidence of a shepherd's heart with a vision and love for redeeming the lost.
- Friendly and welcoming personality.

All the above duties and responsibilities are essential job functions for which reasonable accommodation will be made. All job requirements listed indicate the minimum level of knowledge, skills and/or ability deemed necessary to perform the job proficiently. The position description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Employees may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation.