

JOB DESCRIPTION

Pastoral Assistant (to Executive Pastor)

Reports to: Executive Pastor
Employment Status: Non-Exempt hourly / Full-time
Membership: Required to be a member upon hire

POSITION SUMMARY

The Pastoral Assistant is a Christ-centered individual, strong and growing in his or her faith, a student of the Bible, “above reproach” (I Timothy 3 and Titus 1), and active in the church. He or she should be currently demonstrating a “missional” life and have a passion for seeing The Bridge be connected in community, and effectively serving out in the community—all in pursuit of a genuine, authentic relationship with Jesus Christ. The candidate should be relationally driven and passionate about equipping the church for missional living. He or she demonstrates an externally focused life, applying their own God-transformed life to impact the lives of others.

This position provides administrative support to the Executive Pastor as they both support the Lead Pastor. In addition, this role will be available to assist other pastors as needed as approved by the Executive Pastor. It is imperative that candidates for this position can take initiative, keep confidentiality, and be professional while paying attention to detail.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Actively support and implement the church wide vision through entire ministry area
- Handle all administrative responsibilities and requests including event arrangements, confidential items, writing/editing content, etc.
- Assist in managing the Lead Pastor and Executive Pastor calendars, scheduling appointments, and other coordination as necessary. Also, manage calendar items and schedules that apply to all pastors
- Schedule and coordinate logistics for meetings, activities, and functions including inviting attendees, arranging for rooms, ordering catering, compiling agendas and materials
- Assist in expanding the Executive Pastor’s relational impact with staff, elders, and the congregation. Take initiative to present ideas to the Executive Pastor in this area and follow through with making them happen.
- Manage church membership process including signups, elder meet-and-greet scheduling, and related arrangements
- Work seamlessly with other Administrative and Financial Assistants to ensure overall church office needs are addressed in a timely and efficient manner
- Manage other office administrative duties and projects as needed as well as additional duties as assigned
- Assist with staff-wide activities: Retreat, Offsites, Staff Meeting, etc.

- Managing church-wide policies and infrastructure documentation
- Assist the finance team as needed such as bank deposits and recording non-digital giving
- Answer phones in polite and professional manner
- Welcome and assist office visitors
- Process email (info@thebridge) inquiries, prayer requests, and praise reports
- Copy machine care – keep stocked with paper, request maintenance when needed, order supplies
- Create and distribute weekly e-bulletin
- Order office supplies as needed
- Process all incoming and outgoing mail
- General office areas to be kept neat and tidy such as kitchen and counseling room

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, ABILITIES)

- Must have a strong and growing relationship with Jesus Christ and it should be evident in both the personal and professional life
- Must agree to and be able to uphold and support The Bridge mission statement, values, and confessions of faith
- Professional and courteous nature with the ability to represent all Pastors
- Must maintain strict confidentiality and integrity
- Ability to build rapport, develop strong relationships, and be a team player
- Positive attitude with the ability to work with and appreciate all types of people
- Excellent relationally with the ability to communicate lovingly and tactfully
- Track record of reliability, dependability, and conscientious work habits
- Organized, takes initiative, faithful, trustworthy, humble, and loyal
- Ability to manage multiple tasks, prioritize consistently and establish and meet deadlines
- Flexible and adaptable to change, not prone to becoming easily overwhelmed
- Highly skilled in both written and verbal communications
- Computer and software proficient with the ability to pick up other applications and software quickly
- Bachelor's degree in related field preferred. Equivalent education and/or experience will be considered

ABOUT THE BRIDGE

The Bridge was founded in September 2003 as a new church, in a newly developing part of town, birthed from another local church. Our mission statement is: "Inviting the striving to something really real." We value four things: Truth Reigns, Life Transformation, Authentic Community and External Focus. We see this lived out through "Big Group" (main worship service) "Small Group" (weekly community groups meeting in homes) and "No Group" (personal devotional time in God's Word).

Our vision is that we see neighborhoods full of families that are centered on Jesus and actively living out the Gospel. And our desire as church leaders is to teach and coach and encourage each family and individual to

do just that. At The Bridge Bible Church, we believe that no one should be confused about how to grow in their faith. With the help of the Holy Spirit of God, everyone can mature in their faith journey with Jesus, and live the abundant life Jesus came to offer.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.