

RESURRECTION LIFE CHURCH

Pastoral Admin

This position is part-time. Office hours are 20 -29 per week. This position may require working occasional evenings and weekends dependent on various ministries and events throughout the year.

Position Summary: The Pastoral Admin is responsible for assisting the Pastor in coordinating details of various ministries, maintaining confidentiality, and serving as an accommodating and responsible assistant to interface with members of the congregation.

Essential Functions:

- Maintains Pastor Appointment Calendar & Communication
 - Sets appointments
 - Enters meetings, conferences, and church-wide activities as needed
 - Reviews, follows up, and prioritizes telephone calls to the Pastor
- Assists with Meeting Preparation
 - Aids in preparation for meetings through the production of documents, handouts, PowerPoint presentations, reports, meals, reminders, etc.
 - Records meeting minutes
- Performs Administrative Duties for Pastor
 - Maintains various files and databases for Pastor
 - Arranges set up and room reservations for ministries such as Prison Ministry, Healing Rooms, and Bible Health
 - > Maintains records of attendance
 - > Facilitates Angel Tree, assists volunteers, and organizes with Prison Ministry
- Missions Board Admin
 - Schedules and prepares Missions Board meetings
 - > Prepares documentation, agendas, etc.
 - > Keeps accurate records of financials and coordinates with Accounting
 - Coordinates with Communications Department regarding website and missionary media

Study, Knowledge, Skills and/or Professional Experience: Must demonstrate a working knowledge of computers and software programs including Microsoft Word, PowerPoint, Outlook, Excel, and database systems and use of the Internet. The individual must also be familiar with Google programs. Must have strong organizational skills.

Physical Requirements: May be required to stand for long periods of time. Must be able to lift 15 lbs and walk campus as needed.

The above duties, activities, or responsibilities may be supplemented periodically.