



PASTORAL & ASSIMILATION ADMIN Job Description

Reports To:	Church Administrator	FLSA Status:	Non-Exempt
PT/FT Status:	Part-Time (no benefits)	Direct Reports:	N/A
Expected Hours*:	18-20/week		

Purpose:

The Pastoral & Assimilation Admin is responsible to the Church Administrator and Senior Pastor for supporting the Ministerial staff (Senior Pastor, Minister of Music & Worship, and Church Administrator) and assisting with church office operations. This position also has the primary responsibility of maintaining the Church Management System (Servant Keeper) with our member and guest information and providing reporting as requested by the ministerial staff of Westport Road Baptist Church. Sometimes referred to as Admin Assistant, Pastoral Admin, or Minister Assistant.

Responsibilities:

1. Provide administrative support for assigned members of the Ministerial staff including scheduling appointments, preparing and mailing correspondence, printing and copying materials, preparing reports, presentations, etc.
2. Assist the Music Ministry with camp registrations and licensing reporting.
3. Work with the First Impressions Admin to reserve space for events, activities, meetings, etc. as requested by the assigned ministerial staff.
4. Work with the Program Secretary to ensure that all guest and new member information acquired by any of the methods available (Connection Cards, website, etc.) are collected, entered in to the database, and information is made available to the appropriate staff and Deacon teams.
5. Work with the Program Secretary and other Admin staff to prepare reports that reflect accurate attendance and participation data, including but not limited to worship attendance, Sunday School and small group activity, and other events as required, and distribute to the appropriate ministerial staff.
6. Assist the Deacon Connection Team with the development and implementation of the Discover WRBC program to include the deliberate invitation of new members and guest who may benefit from the class.
7. Provide office coverage when the Program Secretary is absent or unavailable.
8. Other duties as assigned.

** Weekly Hours is intended as a general range of time spent performing the job function during a typical week. There will be occasions and special events where additional time may be required.*

Expectations:

1. The successful candidate carries out the functions of the position while providing a cheerful and organized atmosphere for all who enter or contact the Church, meeting the needs of staff, guests, volunteers, and members with care and discretion.
2. This position will receive direction from the Church Administrator and the Ministerial staff he/she supports. The Church Administrator sets the overall objectives of the work assignments, priorities, and deadlines.
3. Full commitment to the areas of responsibility and personal development.
4. Develop proficiency in Servant Keeper and PlanningCenter applications.
5. A regular work-week will be established, dependent on the needs of the church. Exceptions to the approved work-week must be approved by the Church Administrator.
6. Attend Administrative Staff and Senior Staff meetings as required.
7. This position has frequent contact with the Ministerial and Non-Ministerial staff, church leadership, as well as members and guests.
8. Christ-centered behavior at-all-times (i.e. treating people with respect, compassion, and integrity)

9. Adherence with established WRBC policies and procedures.

Qualifications:

1. A lifestyle that reflects a commitment to and a passion for Jesus Christ.
2. High School graduate or GED equivalent and experience that includes working in administrative support functions or large church pastoral environments.
3. Experience or knowledge of Servant Keeper church management system is a tremendous plus, along with knowledge or working experience with PlanningCenter online applications.
4. A personal and/or work history that demonstrates an affinity for ministry is a plus.
5. Demonstrate ability to work independently as well as in a team.
6. Self-motivated and flexible with strong organization skills and the ability to work well with timelines and short deadlines.
7. Strong attention to detail and accuracy, including excellence in written communications.
8. Proficiency in a Windows-based PC environment, including Office365 applications (Outlook, Word, Excel, PowerPoint).
9. Comfort level with popular social media platforms, including but not limited to Facebook, Twitter, and Instagram, but recognizing that channels change and proficiency should be part of personal development.
10. Must be able to maintain confidentiality.
11. Proof of eligibility of employment within the United States and consent for criminal background check.