

POSITION DESCRIPTION **BREAKWATER CHURCH**

Position: Pastoral Administrative Assistant
Date Prepared: January 23, 2025

Basic Function

The pastoral assistant role focuses on supporting the administrative functions required in the Senior Pastor's role. This role is up to 20 hours per month. Pay begins at

Specific Responsibilities of the Pastoral Assistant:

- Help coordinate the pastor's schedule
- Is expected to pray with others, maintain an encouraging and friendly demeanor
- Assists ministry leaders as needed by printing items and relaying information to other pastoral staff.
- Acts as a support system to the pastor and assist with projects as directed.
- Follows up with emails and calls promptly.
- Manages the general office email inbox, calendar and voicemail.
- Keeps pastor informed of scheduling changes, individuals requesting meetings, or opportunities for office improvements.
- Opening building/closing building as needed during the week.
- Produces and coordinates printing of weekly bulletin and inserts—requests information from relevant parties and electronically delivers to church office for printing.
- Coordinates Sunday morning items to be prepared as needed.
- Assists in the development & maintenance of volunteer schedules in Planning Center.
- Assist in the development & maintenance of ProPresenter Slides
- Assist in the development & maintenance of Social Media Posts
- Assists with communication for all Breakwater ministry events.
- Responsible for managing resources that are used for events and throughout the facility
- Schedules the door-locking system
- Assists staff members and event leaders with setting up registrations for events in Planning Center
- Other duties as assigned by the Pastor.

Personal Qualifications Required:

- Must maintain a vibrant and growing personal walk with the Lord through committed Bible study, prayer, and time spent contemplating God's Word.
- Understands confidentiality is a MUST – takes very seriously the importance of maintaining confidentiality
- Must maintain good organizational skills and follow through.
- Must be able to multitask.
- Advanced communication and writing skills (candidate avoids typos; proofreads; types reasonably quick; can draft appropriate responses without having to be told exactly what to write word-for-word).
- Attention to detail.
- Must have a heart for helping others and welcoming people into our church family.

Strengths, Giftedness, Experience, & Miscellaneous Requirements:

- Basic software skills are required: Excel, Word, etc. However, a willingness to learn new programs that will benefit this position or the office in general is a MUST – Adobe, Planning Center, and Canva, etc. Training on these programs will be provided.
- Prior administrative skills are strongly preferred but not required. However, any candidate must demonstrate how their current skills may benefit this position, and what experiences have prepared them for this role.
- Must be relatable and teachable when approached with constructive feedback or critique.
- Willingness to develop and grow in this role.
- Willingness to display clarity & charity in establishing boundaries regarding people's expectations for the position, the church, or the staff.
- Demonstrated leadership ability and is willing to develop as a leader.
- Understands ministry is not a "9 to 5 job" and willing to work outside of usual "office hours," by handling related activities, phone calls, or miscellaneous needs as needed.¹
- Strongly supports the mission, vision, and values of Breakwater Church.
- Agrees to uphold and promote the theology of Breakwater Church..
- Works within the assigned budget for the areas they are involved in as well as purchasing supplies.
- Willingness to be loving yet assertive to leaders, volunteers, or church-members as needed should issues arise and admits mistakes to people as they occur. (1 John 1:8-9)
- Commits to resolve conflict via Biblical guidelines spelled out in Matthew 18.
- Regardless of areas of giftedness, must still have a heart for outreach.
- Must be consistently pursuing and fostering personal evangelism opportunities within and outside the church for purposes of winning others to Christ. Demonstrates this as a priority to others.

Relationships and Contacts:

- Reports to and works closely with the Senior Pastor under the oversight of the session & oversight committee.
- Frequent contact with ministry leaders who have assigned ministry responsibilities.

Time Commitment:

Part-time **remote** position up to 20 hours per month.

Interested parties should complete and submit the questionnaire by May 1st, 2025.

¹ Healthy work/life balance is reflective of spiritual health. Every effort will be made to establish healthy rhythms of work & rest for all staff at Breakwater church. Night and weekend demands are counteracted with flexibility inherent in the position.