

JOB DESCRIPTION

Pastoral Assistant

Reports to: Pastor of Administration
Employment Status: Non-Exempt Up to 40 hours per week (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 Pastor of Administration as they both support the Lead Pastor. In addition, this role will be available to assist other pastors as needed and approved by the Pastor of Administration. It is imperative that candidates for this position are able to take initiative, keep confidentiality, and be professional while paying attention to detail.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Handle all administrative responsibilities and requests including event arrangements, confidential items, writing/editing content, etc.
- Assist in managing the Lead Pastor’s & Pastor of Administration calendar, 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, and attending meetings as a script to develop meeting records and note as required
- Assist in expanding the Pastor of Administrations relational impact with staff, elders, and the congregation. Take initiative to present ideas to the Pastor of Administration in this area and follow through with making them happen.
- Manage church membership process including signups, elder interview 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 all other office administrative duties and projects as needed as well as additional duties as assigned
- Staff wide activities: Retreat, Offsites, Staff Meeting, etc.

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 The Bridge’s missions statement, values and confessions of faith
- Must be able to uphold and support the mission statement, values and confessions of faith
- Track record of reliability, dependability and conscientious work habits
- Be strong, growing in their faith, and active in church
- Be Fun-loving, easy-going, and joyful
- Professional and courteous nature with the ability to represent the Pastors
- Ability to maintain strict confidentiality

- Excellent relationally with the ability to communicate lovingly and tactfully to a wide spectrum of people
- Ability to build rapport and develop strong relationships as well as be a team player
- 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

ABOUT THE BRIDGE

The Bridge is an externally-focused church seeking to embrace our “sending” by Christ into our community and world in order to see people redeemed and transformed for His glory. Our mission statement is: “Inviting the striving to something really real.” Guided by the Holy Spirit, we are a people who are a manifestation of the gospel and who seek to become stewards of the transforming message of God’s love and grace as we invite God to invade and inhabit every moment of our lives.

Founded in September 2003, The Bridge has sought to grow primarily through salvation. Currently, our total attendance (including the children’s program) is 2,300 on a given weekend—and we continue to grow. The Bridge desires that all of our attendees become true disciples of Jesus Christ. Discipleship is about living out a life of radical obedience to Christ and being transformed by His Word through His grace. At The Bridge, people experience that life transformation and an ever-deepening relationship with Christ through “Big Group” (main worship service) “Small Group” (weekly community groups meeting in homes) and “No Group” (personal devotional time in God’s Word).

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) incumbent 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.