



GRACE CHURCH JOB DESCRIPTION

Title:	Administrative Assistant to the Executive Campus Pastor
Campus / Job Location:	Bath
Time Commitment:	25 hours per week, hourly
Classification:	Non-exempt
Reports to:	Joe Caruso, Executive Campus Pastor

Position Overview

As part of the administrative office team of the Bath Campus, this position exists to support the ministries of Grace Church by executing the projects and tasks that enable the Executive Campus Pastor to help serve and lead the staff and people of Grace in various settings.

Essential Job Functions

- Assist with scheduling of appointments and meetings as needed.
- Manage expenses, i.e. reimbursements/disbursements, monthly expenses, travel expenses.
- Assist in executing initiatives that build staff health (i.e. birthdays, etc.).
- Helping to manage the details with current projects and goals.
- Manage scheduling and details of podcasts.
- Organization/preparation of retreats, events, meetings & classes.
- Periodic capturing of notes from a meeting and refining them into a usable format.
- Assisting in communication coordination with other ministries within the church.
- Is back-up for phones/front desk coverage.
- Help maintain schedule of encouragement for birthdays, anniversaries, sympathies, etc.

Technical Requirements

- Excellent skills with Excel, MS Word, and Office (including Outlook).
- Good writing and grammar skills.
- Confidence in your use of technology.
- Willingness to learn website updating and maintenance, social media, GraceLINK, etc.
- Acute attention to detail.



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General Requirements

- A committed and faithful attendee of the Grace Church campus of which you are employed.
- Adheres to and supports the vision and philosophy of Grace Church and its leadership, including the Statement of Faith and Staff Creed.
- Have attended or is in the process of attending the campus introduction classes within the first six months of hire.
- Has a teachable spirit and servant’s heart (Philippians 2:1-11).
- Will care for others by appropriately praying with, consoling, speaking of Christ and/or sharing scripture. Always concerned about the spiritual welfare of others. (I John 5:14)
- Growing in faith as a believer in Christ (2 Peter 1:5-11). Has a solid understanding of biblical community including participating in on-going biblical community at Grace Church.
- Is a good steward of the Lord’s money; uses time and resources wisely with the giver’s sacrifice in mind (2 Corinthians 8).
- Will serve teammates and the whole of Grace Church sacrificially as part of one united team, serving together.
- Handles confidential matters and material with integrity and an intuitive understanding of sensitive ministry information. Communicates information to pastoral staff as appropriate.
- Is proficient and confident in computer skills that include the programs of Microsoft Office; willing to learn in-house management systems.

Have you read the Job Description? _____

Do you understand the Job Description? _____

Can you perform the essential functions of the Job Description with or without reasonable accommodation? _____

I have read, understand, and agree with Grace Church’s Statement of Faith. _____

I understand this is not an official offer of employment. The formal offer of employment will be extended when a Compensation Agreement is presented and signed. _____

Print Name

Signature

Date