



GRACE CHURCH

JOB DESCRIPTION

Title:	Administrative Assistant in the Senior Pastor's Office
Campus / Job Location:	Shared
Time Commitment:	25 Hours Per Week
Classification:	Part-Time Hourly, Non-Exempt
Reports to:	Senior Administrative Assistant to the Senior Pastor, with direction from Administrative Manager for the Senior Pastor

Position Overview

As part of the office administrative team, this position provides administrative support for the office of the Senior Pastor. The purpose for this position is to provide exceptional administrative and organizational services with special attention given to supporting and solving the growing needs for the Senior Pastor's Office.

Essential Job Functions

- **Finance**
 - Expense report, credit card reconciliation, submit budget for Sr Pastor office
- **Correspondence & Administrative Functions**
 - Birthday, sympathy, thinking of you cards, staff anniversary letters, first time givers gifts and manage supplies, gift cards, magazine subscriptions
- **Meetings & Day to Day Logistics**
 - Coordinate Bath Steering Team, Administrative Board of Elders, retreats and additional meetings as they arise
 - Assist with calendar scheduling as needed
 - Miscellaneous hospitality functions, as needed
- **Travel**
 - Book flights, hotels, rental cars and provide travel itinerary. Manage memberships/rewards/certificates and renew TSA and passport as necessary.
- **Sermon Assistance**
 - Edit and send electronic version of Sermon draft
- **Insurance**
 - Submit and manage HRA, Transamerica (and private insurance as necessary).



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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