



GRACE CHURCH

JOB DESCRIPTION

Title: Administrative Assistant to Lead Pastor of Montrose
Campus / Job Location: Bath Campus
Time Commitment: 25 hours per week
Classification: Part-time hourly, Non-Exempt
Reports to: Todd Shoemaker, Lead Pastor of Montrose

Position Overview

This position will provide high-level administrative support to the Lead Pastor of Montrose. This position is expected to maintain complete professionalism and confidentiality while serving as a caring assistant to interface between both the Bath Campus congregation and guests, and the Lead Pastor. This position requires a cheerful, pleasant, mature, and caring Christ-like spirit, and the ability to work with a diversity of people confidently and effectively.

Essential Job Functions

Provide administrative and clerical support to the Lead Pastor, with high attention to detail

- Manages Lead Pastor's calendar and protects his time, scheduling appointments and meetings, ensuring day-to-day office operations run smoothly.
- Possesses strong interpersonal skills: oftentimes, serves as the point of contact between the Lead Pastor and the staff, the congregation, and the public - exhibiting a professional, respectful, and courteous demeanor always.
- Possesses excellent organizational skills to manage multiple tasks, deadlines and priorities effectively and in a timely manner. Has the ability to problem-solve and to quickly and efficiently address and resolve administrative issues that may arise.
- Assists Lead Pastor with emails and correspondence, GraceLink tracking, and assimilation.
- Prepares and processes documents, creates and maintains files, ensuring accuracy and confidentiality of the information.
- Coordinate all logistics for appointments, Executive Team and leadership meetings, travel, speaking engagements, mission trips, etc.

Montrose Weekend/Event Support

- Serve as a key contributor in the planning and coordination of Bath Campus (Montrose Location) events and ministry initiatives.
- Assist in developing, maintaining, and managing attendee tracking systems to support effective follow-up and engagement.
- Coordinate and execute logistical preparations for weekend services and special events, ensuring excellence in planning and execution.
- Support the Montrose team in implementing strategic outreach initiatives designed to engage the local community with the Gospel.
- Coordinate and support ongoing communication with volunteer teams, ministry leaders, and staff to ensure alignment and effective execution.



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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