

# Personal Assistant to Senior Pastor Job Description

## Job Summary

Harvest Community Church is seeking a Personal Ministry Assistant to handle administrative duties for the Senior Pastor, including but not limited to weekly sermon and presentation materials, communication and research. We are looking for an individual who is efficient and comfortable being a member of a team. The ideal candidate for this job is resourceful, flexible, and organized. Willingness to learn new things and assuring a steady completion of workload in a timely manner are keys to success in this position.

## Responsibilities and Duties

- Provide administrative support for the Senior Pastor
- Create worship guides, PowerPoint and other materials weekly
- Generate memos, emails and reports when appropriate
- Research for Senior Pastor as needed
- Execute special projects for Senior Pastor as needed
- Provide administrative support for special events and services under the leadership of the Senior Pastor, and see the programs through to completion

## Qualifications and Skills

- A committed, growing believer in Christ whose lifestyle is worthy to emulate
- General agreement with the doctrine, vision and philosophy of ministry of HCC
- Ability to treat confidential information appropriately
- Proficiency in MS Office with expertise in Microsoft Word, PowerPoint, and Publisher
- Excellence in writing and proofreading
- Detail-oriented and comfortable working in a fast-paced office environment
- Exceptional communication skills
- Superior organization skills and dedication to completing projects in a timely manner

**NOTE:** This position is part-time (15 hours/week) but may develop into full-time in the future.

# Personal Assistant to Senior Pastor Job Description (detailed)

## Job Summary

Harvest Community Church is seeking a Personal Ministry Assistant to handle administrative duties for the Senior Pastor, including but not limited to weekly sermon and presentation materials, communication and research. We are looking for an individual who is efficient and comfortable being a member of a team. The ideal candidate for this job is resourceful, flexible, and organized. Willingness to learn new things and assuring a steady completion of workload in a timely manner are keys to success in this position.

## Responsibilities and Duties

- Provide administrative support for Senior and Associate Pastors (2 hours/week)
- Create worship guides, PowerPoint and other materials weekly (7 hours/week)
  - Worship guide
  - PowerPoint
  - Discipleship guides
  - Guest cards and envelopes for worship center
- Generate memos, emails and reports when appropriate (1 hour/week)
  - Pastor's Pen
  - Communion
  - Weekly cue sheet
- Research for Senior Pastor as needed (2 hours/week)
- Execute special projects for Senior Pastor as needed (1 hour/week)
- Provide administrative support for special events and services as directed by the Senior Pastor, and see the programs through to completion (not weekly events but average of 2 hours/week)
  - Funerals and weddings
  - 40 Days of Prayer
  - 24 Hour Prayer Vigil
  - Baptisms
  - Good Friday and Easter
  - Child Dedication (2x yearly)
- Attend Staff Meetings (2 hours/month)

## Qualifications and Skills

- A committed, growing believer in Christ whose lifestyle is worthy to emulate
- General agreement with the doctrine, vision and philosophy of ministry of HCC
- Ability to treat confidential information appropriately
- Proficiency in MS Office with expertise in Microsoft Word, PowerPoint, and Publisher
- Ability to analyze and revise operating practices to improve efficiency
- Detail oriented and comfortable working in a fast-paced office environment
- Exceptional communication skills
- Superior organization skills and dedication to completing projects in a timely manner

**NOTE:** This position is part-time (15 hours/week) but may develop into full-time in the future.