Clergy Assistant

Job Summary:

We are seeking to define the special support needed to move this body onward in ministry. This role will require that one provides administrative, secretarial, and special assignment support for the Executive Pastor and the associate clergy team. Consider this assignment a great opportunity for someone to help the clergy to manage calendars, organize and handle data, correspond with ministry partners within or outside our congregation and offer up hands-on support during ministry events. Key duties may include aiding with pastoral care, thus requiring discretion, confidentiality, and a solid commitment to Christian values. This role will strengthen the arms of the Executive Pastor and the associate clergy.

Supervisory Responsibilities:

- None

Duties/Responsibilities:

- **Administrative Support:** Manage calendars, handle correspondence, answer calls, maintain records/databases and other supportive duties as assigned. Partner with administrative staff projects.
- **Event Preparation:** Support clergy led meetings, events, prepare service details and the order of service, bulletins/ paper materials/ newsletters, and coordinate/ organize volunteer support
- **Pastoral Care Assistance:** Recording hospital visitations, membership care reports, funerals, and marital counseling and wedding correspondence.
- **Communication:** Act as a point of contact between clergy, staff, ministry leaders, and parishioners
- **Church database administration:** Maintain accurate member profiles, baptism records, and small-group rosters in ShelbyNext or a comparable church management system (ChMS).
- (LG) Give critical support to the church bereavement ministry with proper care interventions and coordination with church calendar and staging campus and congregational communications.
- Any other duties as assigned.

General Expectations:

- Primarily and professionally address the needs of this congregation consistent with the spiritual values found in the Bible, our Church Covenant, and the expectations of this Church Leadership Team.
- Responsibly support ministry campaigns with conscientious care for all church property and persons within the community of faith and those that visit the campus, with a high regard for safety, security, costs, while respectfully maintaining a healthy church image.
- Diligently welcome other duties determined by the Church Leadership Team, or the Church Calendar consistent with your department's placement within this body of believers.

Required Skills/Abilities:

- **Proficiency:** Strong command of Microsoft Office Suite (Word, Excel) and familiarity with church management software and technology.
- **Communication:** Excellent verbal and written communication skills.
- **Soft Skills:** High level of confidentiality, empathy, and organizational ability.
- **Physical Ability:**

Education:

- Approved Security Background Check
- Driver License
- High school diploma or equivalent (required).
- Bachelor's degree or relevant theological training (often preferred).

Experience:

- **Minimum Threshold:**
  3 to 5 years of administrative experience.

- **Target/Ideal Experience:** Previous experience in an administrative role, preferably within a religious, non-profit, or church environment. (+10 years as a working professional)

Physical Requirements:

- This assignment will require walking, standing, lifting, carrying, or driving.
- Must be able to lift up to 15 pounds at times.

Salary Range $40,000 - $69,000 (salary offered commensurate with relevant experience and qualifications.)

Apply for this position by clicking the link below:

Lilly Grove Missionary Church Job Application Form