

J O B O U T L I N E
Assistant to Sr. Pastor, Executive Pastor, White Bear Campus Pastor and
Database Maintenance (part-time)

A. QUALIFICATIONS

1. Model a commitment to Jesus Christ.
2. Professional phone manner and skills.
3. Ability to stay focused and work without close supervision.
4. Ability to plan workflow and meet deadlines with open and honest communication with the people you serve.
5. Personable, dependable, detail-oriented, ability to work under pressure, flexible, good time management skills, and well-organized.
6. Solid working knowledge of computers and related software (Microsoft Office Products, Adobe Indesign is preferred but not required); familiarity with computer networks, printers, and databases.
7. Should be accurate and thorough in the completion of work activities. Ability to sit for prolonged periods and efficiently operate a variety of office equipment (i.e., computer, copier, fax, postage meter, and other office equipment) and to be skilled in troubleshooting.
8. Works well in a team environment as well as independently.
9. Subscribe to and affirm the Statement of Faith and Covenant of Calvary Church.
10. Remain a member in good standing of Calvary Church.
11. Be a regular participant in public worship at Calvary Church.

B. RESPONSIBILITIES

1. Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics.
2. Conserve's executive's time by researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating communications.
3. Prepare agendas and make arrangements for committee, board, and other meetings including meals.
4. Coordinate travel arrangements.
5. Prepare expense reimbursement reports and credit card documentation.
6. Track attendance at all worship services, retreats, special events, and others as requested.
7. Welcome on-site guests, determine needs, and direct accordingly.
8. Serves Calvary by being receptionist when on duty; answering questions; forwarding messages, etc.
9. Maintain current knowledge of all Calvary ministries and events.
10. Update and maintain the church database. Assist all ministries with mailing labels or lists, class sheets, etc. as needed. Assist congregation members with database access and updates.
11. Handle confidential information in a proper and secure manner.
12. Perform miscellaneous copying, mailing, and filing as directed.
13. Work in a mutually supportive manner with Calvary's administrative staff to meet the overall needs of Calvary as they arise.
14. Other duties as assigned.

C. RELATIONSHIPS

1. Assistant to the Senior Pastor, Executive Pastor and White Bear Campus Pastor.
2. Interact in a Christ-like, professional manner with all who call or come into the office.
3. Work as a team member with other pastoral and support staff.
4. Coordinate with volunteers and congregation as needed.