

JOB DESCRIPTION

Job Description: Personal Assistant to Senior Pastor

Responsible to: Senior Pastor

Key Relationships: Pastoral Staff, Church Administrator

Hours: 16 hours weekly, 4 hours per day Tue-Fri

Contract term: Permanent Position

Payscale: starting salary \$23.65 - \$26.14 per Hour depending on experience

Role focus:

To facilitate the Senior Pastor in his ministry, supporting his personal, pastoral and leadership responsibilities. The PA will use their gifts and skills in serving the church's vision and work by contributing to the Senior Pastor and his team in their effectiveness and efficiency, releasing them from administrative work and freeing them into pastoral ministry. The successful candidate will see this work as part of their calling and will view their work as a source of genuine worship.

Role requirements:

- a Christian, who loves both people and admin, of godly character, who is willing to serve and finds joy in detail and precision
- a flexible and high-energy person who thrives in a complex and quickly changing role
- full agreement with the doctrinal statement of Titirangi Baptist Church (see www.tbc.org.nz/about/our-beliefs) and will be committed to the TBC Leadership Kaupapa (www.tbc.org.nz/about/our-values)
- commitment to growing as a Christian, including being a part of regular church fellowship at TBC
- competence and warmth in meeting and greeting people
- a track record of discretion and being able to handle large amounts of confidential information
- confidence with technology - using word processing, web-based database and editing software, file sharing and general competence with developing communication technologies
- commitment to growing personally and professionally in knowledge, character, and skill acquisition

Job Responsibilities:

Organisation

- Manage the diary, email and expense claims of the Senior Pastor, advising the Senior Pastor of deadlines and managing day-to-day scheduling
- Take a share in greeting visitors to the church offices
- Organise travel arrangements /conference bookings for the senior pastor and pastoral team
- Co-ordinating the visits of guest speakers/ministries
- Working with other pastoral and administration staff in rostering, scheduling and organizing events

Communication

- Managing the Senior Pastor's correspondence (email and letters), phone calls and general admin (including expense claims)
- Maintaining service plans and keeping worship service scheduling requirements
- Coordinating and delivering weekly church-wide communications (The Happenings)
- Providing writing, production, copying and other secretarial duties as needed
- Editing talks and preparing media slides (Powerpoint/Keynote) prior to delivery when needed
- Commissioning, editing and updating website content and database management every week

Teamwork

- Working with the church Ops team, other staff and volunteers to maintain and promote the smooth running of administrative systems
- Attending regular staff meetings
- Supporting other pastoral staff in their duties as requested and agreed with Senior Pastor

Relationship management

- Communicating with elders and ministry leaders to identify/define their needs in achieving the church mission and assisting the Senior Pastor in response to those needs.
- Initiating and fielding communications with other local churches, ministries, and community organisations
- Communicating with local schools in various ministry focused contacts through the year

Miscellaneous

- Proactive approach to personal upskilling, development and training for skills as needed on the job (space for training will be given)
- Other duties as required in assisting the Senior Pastor in achieving his responsibilities
- Occasional involvement in Sunday services and evening meetings as required

Skills

- Excellent personal manner in face-to-face meetings and phone calls
- Very good communications understanding and practice (spelling, grammar, accuracy)
- Ability to manage a high-volume work flow efficiently and with good humour
- Punctual, reliable, personally well-organised and ordered
- Fluency with Apple Mac programmes is a huge advantage
- A high level of competence in word processing, visual presentation and other admin software is a must

APPENDIX B

Remuneration Details

1. Status
 - a) This is a part-time role at 16 hours per week.
 - b) The appointment will be subject to a maximum of a 90-day trial period from the first day of work.
2. Hours of Work
 - a) 16 hours per week on days by mutual agreement, but ideally 4 hours per day, Tue-Fri. However, these hours and days of work may vary from time to time depending on workload, seasonal requirements and specific tasks that need completion. They may include participation in Sunday services and meetings/events outside of office hours from time to time.
 - b) Leave as per Holidays Act 2003 – Annual Leave, Statutory Holiday, Sick Leave and other leave entitlements to be detailed in the employment agreement.
3. Remuneration
 1. Wage:

\$23.65 - \$26.14 per Hour, depending on experience, agreed at appointment and reviewed annually on 1/08.
 2. Kiwisaver Contribution:

The employer shall contribute 3% to Kiwisaver if the employee elects to also contribute to Kiwisaver.