

**THE NATIONAL PRESBYTERIAN CHURCH
ASSISTANT TO THE EXECUTIVE PASTOR
AND SERVE MINISTRIES**

POSITION DESCRIPTION

The position of Assistant to the Executive Pastor and Serve Ministries (the Assistant) is a full-time position on the Management Staff of the National Presbyterian Church and is exempt under the Fair Labor Standards Act. The incumbent works under the supervision of the Executive Pastor and in coordination with the Administrator for the Executive Pastor and Serve Ministries (the Administrator). The Assistant supports the implementation of the Church's vision for the functions of the office of the Executive Pastor and Serve Ministries, in accordance with the Church's mission and strategic plan.

MAJOR RESPONSIBILITIES

- A. Provide active support for the mission of the Church through service under the Executive Pastor and in coordination with the Administrator.
- B. Maintain the strictest confidentiality of information and files of the Executive Pastor's office.
- C. Prepare materials for and maintain the schedule of the Executive Pastor, ensuring that appropriate and accurate information is relayed for telephone calls, e-mails, meetings, appointments, and travel.
- D. Provide administrative support to the Church Boards, commissions, councils, committees, and activities for which the Executive Pastor is a staff resource.
- E. Provide administrative support to the Executive Pastor in his relationships with National Capital Presbytery and outside groups and organizations.
- F. Assist the Executive Pastor, the Administrator, and the Elder for Congregational Care in coordinating the ministries of the Congregational Care Pillar.
- G. Assist the Executive Pastor, the Administrator, and the Elder for Outreach in coordinating the ministries of the Outreach Pillar, and in the activities necessary to maintain relationships with the Church's mission partners.
- H. Assist the Executive Pastor and the Administrator in maintenance of Personnel files.

MAJOR DUTIES

1. Act as receptionist for the Office of the Executive Pastor, managing general office tasks, including handling telephone and e-mail inquiries and maintaining office supplies.
2. Provide secretarial and clerical support through word processing of documents, and forms; by filing, making copies, and assembling documents; by maintaining paper and computer files; and by processing check requests.
3. Process and maintain correspondence, including bringing priority matters to the attention of the Executive Pastor.
4. Maintain the Executive Pastor's schedule, as requested, including room reservations, catering, conference calls, conference planning, and scheduling matters and events in the Church's *Event Management System* or other database system.
5. Monitor expenses and process check requests to the Finance Office for reimbursement of expenses of the Executive Pastor and the Executive Pastor's office.
6. Maintain paper and computer files and records of the Executive Pastor's office, and enter data and obtain reports from the Church's database systems.
7. Provide for a neat and hospitable environment within the office of the Executive Pastor.
8. For the Congregational Care Pillar:
 - a. Assist the Parish Visitor and Administrator in identifying congregational care needs and connecting such needs to appropriate care ministries.
 - b. Assist the Parish Visitor and Administrator in notifying appropriate deacon(s), staff, and the congregation of the need for care.
 - c. Coordinate with the Parish Visitor to ensure that care giving assignments are clearly communicated.
 - d. Maintain the schedule for Pillar meetings, programs and events; maintain current Pillar information on the NPC website.
 - e. Interface with the membership and Event System Management databases in service to Pillar ministries.

9. For the Outreach Pillar:
 - a. Create and manage Outreach e-mail distribution lists for teams and projects.
 - b. Manage quarterly check disbursement process for mission partners and process check requests to provide reimbursement of expenses for the Mission Council and lay leaders in Outreach.
 - c. Monitor the actual monthly expenses of Outreach versus amounts budgeted for those expenses.
 - d. Provide support for short-term mission trips: send, receive, and process applications; maintain correspondence; receive and track financial donations; and generate project financial reports.
 - e. Provide support for the major NPC mission events, as requested by Executive Pastor and/or the Administrator: send, receive, and process applications; maintain correspondence; manage event support (office supplies, room set-ups, etc.); process final order entries in an Excel spreadsheet; and prepare and process check disbursements.
 - f. Maintain the schedule for Pillar meetings, programs, events, and mission trips; maintain current Pillar information on the NPC website.
 - g. Interface with the membership and Event System Management databases in service to Pillar ministries.
10. Attend staff meetings and, as requested, attend and ensure hospitality for Congregational Care and Outreach events and meetings.

QUALIFICATIONS

- A. A mature, personal relationship with Jesus Christ, showing continuing spiritual growth, moral and emotional strength, obedience to Biblical principles, and a demonstrated love for the Church of Jesus Christ.
- B. Ability to subscribe and adhere to the Church's *Biblical Standards for Christian Leaders*.
- C. Demonstrated ability to relate to people of all ages and to maintain a friendly, composed demeanor in all personal and telephone contacts.
- D. Demonstrated empathy for people who are hurting and the Christian skills to assist them.

- E. Strong skills in listening and written and oral communication.
- F. Ability to manage multiple tasks simultaneously and effectively manage deadlines.
- G. Knowledge and competency in customary secretarial, receptionist, and administrative assistant functions.
- H. Knowledge of computers, competency in word processing software programs, and the ability to learn the Church's database software programs.
- I. Ability to work independently, with minimal supervision.
- J. Ability to read, write and speak well in English.
- K. Ability to draft letters, notes, documents, reports, and correspondence using appropriate grammar and punctuation.
- L. Bachelor's degree from a four-year college or university.
- M. The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this position, the employee is regularly required to sit and talk or hear. The employee is frequently required to climb stairs and to reach with hands and arms and stoop, kneel, or crouch. The employee is occasionally required to stand and walk. The employee is occasionally required to carry documents or items from one building to another on the grounds of the Church. The employee must regularly lift and/or move up to 10 pounds.