



ST. PETER'S LUTHERAN
CHURCH & SCHOOL

Job Title:	Pastoral Administrative Assistant	Division/Branch/Depart:	Church/Non-Called/Administrative
Department/Group:	Church	Department Code:	9505
Location:	Church	Job Code/BLS#:	
Reports to:	Senior Pastor and Parish Administrator	Classification:	Hourly, Non-Exempt
Level / Salary Range:	Commensurate with unified salary scale	Position Type:	Full Time (30-40 hours per week)

Job Summary/Purpose Statement:

To serve the church by **joyfully** coming alongside to provide dedicated administrative support to the pastoral staff. This person is tenacious, but willing to make sure jobs are done correctly and professionally. With patience and an **eagerness** to seek answers, communication with staff, ministry teams, and members is crucial. **Hospitality**, flexibility and care in every area are important skills this person brings to the team.

Supervisory Responsibilities:

Manage volunteers for special projects

Duties/Responsibilities:

Administrative Support to pastoral staff

Coordinate baptisms and funerals

Data entry & ministry report management

Administrative support to designated boards and teams

Front office backup for answering phones and doors

Hospitality and coordination of new member classes

Perform weekly walk through in sanctuary and worship spaces

A/V backup for funerals

Marriage mentor and wedding coordination

Required Skills/Abilities:

Pleasant voice/demeanor on the phone, via email, and when answering doors

Handles confidential matters and material with integrity and humbleness within a team environment

Requires an intuitive understanding of sensitive ministry information

Self-directed and self-starter who can work independently with minimal supervision

Computer savvy and able to learn

Familiarity with Excel, Word, Outlook, Google Docs & Forms

Strong skills in communication both written and verbal

Prioritization and problem-solving

Ability to work efficiently while producing quality work that is both polished and professional

Education and Experience:

High School diploma or equivalent required

Minimum of two years experience in a fast paced office setting

Other Qualifications:

The ideal candidate evidences a lifestyle that reflects a dynamic relationship with Christ, and is an active member of St. Peter's or another LCMS Church is preferred.

Physical Requirements

This position requires prolonged periods of sitting at a desk and working on a computer, walking up and down stairs, and the ability to lift up to 25 lbs.

Annual Evaluations:

Conducted by the Parish Administrator in conjunction with the Senior Pastor

Disclaimer Statement:

The scope of the job may change as necessitated by pastoral needs and ministry demands.