

# Pastoral Assistant Job Description

*First Presbyterian Church*

www.firstpresjax.org

The Pastoral Assistant will serve by aiding the pastor in the carrying out of his leadership and pastoral duties. He/She will seek to use their personal gifts and technical skills for the benefit of a healthy church contributing to the Pastor's effectiveness and efficiency. He/She should be organized, self-motivated and comfortable with pastoral care and possess "people skills"; flexibility in hours and position responsibilities should be anticipated. This individual will be primarily accountable to the Pastor as head of staff, to the congregation for pastoral care, and to the Session through the Personnel Committee for oversight and evaluation.

Someone who loves helping others achieve their goals through effective management and creative communication will thrive in this position.

Flexible hours: 20-25/week

## Responsibilities

- Be the staff representative to Board of Deacons
- Coordinate with the Church Growth and Discipleship Committee
- Coordinate with Pastor concerning visitation; including hospital visits, shut-ins, and follow-up visits
- Attend Sunday morning worship with emphasis on hospitality and visitors
- Assist with logistics of Sunday mornings and special services
- Assist the Pastor and the Church Growth and Discipleship Committee in the orientation, welcoming and assimilation of new members.
- Assist with coordinating and developing adult programming and activities
- Be available to other committees as needed
- Attend weekly staff meetings

## Desired Skills/Qualifications

- Have a Bachelor's Degree or relevant professional experience
- Possess computer skills (Microsoft Office Suite and an interest in social media and website updating)
- Be willing to participate in continuing education; seminars, training, etc.
- Be flexible in schedule as it pertains to church/pastor/congregational needs
- Have the ability to develop and maintain working relationships, engage in creative problem solving, and identifying and implementing congregational gifts and talents

## Personal Traits

- Possess a deep and sincere personal faith in Jesus Christ
- Possess organizational skills
- Be open-minded and respectful of differing opinions
- Able to work well with individuals with diverse backgrounds
- Be compassionate and comfortable in sensitive situations
- Able to maintain confidentiality in all matters

Review of candidates will begin immediately and continue until filled. Interested applicants should send a cover letter, resume, and contact information for at least three references via email to [office@firstpresjax.org](mailto:office@firstpresjax.org) or to the following address:

*First Presbyterian Church*  
Attn: Search Committee  
870 W. College Avenue  
Jacksonville, IL 62650