

Grace Baptist in Bristol, CT is looking to hire a 40-hour-a-week office administrator/pastoral assistant. Resumes and cover letters should be sent to: gracehiringteam@att.net and should be received by November 1. This would be an ideal position for a ministry student or graduate looking for broad ministry experience in an internship role, or for an aspiring professional looking to pursue ministry as a second vocational option. The position's duties are divided equally between administrative and ministerial responsibilities. Grace is a 150-member church affiliated with Converge Worldwide (formerly the Baptist General Conference). Pastor Barry Clifton has served as senior pastor since 1995 and has mentored several ministry students and pastors in his tenure. We would require that the candidate attend Grace while serving in this position. For more information on Grace, please visit our website at www.grace-baptist.net.

A detailed job description for this position is as follows:

Church Office Administrator/Assistant To The Pastor

Purpose: The church office administrator & intern has the two-fold responsibility of providing a high level of office management services for Grace Baptist church, and to provide administrative and basic ministerial support to the pastor and congregation. This person will give a positive first impression of the church using effective communication that supports the mission and ministries of the church.

Church Office Responsibilities

- Maintain the church website, post accurate and appropriate content, update with current events, maintain online and office calendar.
- Monitor Grace's Facebook activity and other social media
- Read and respond or forward incoming letters and emails to appropriate Committee Chairs
- Provide information/assistance on incoming calls via telephone or answering machine and direct calls to appropriate persons
- Assist in updates of Grace's literature and promotional material
- Assist the pastor in the publication of a quarterly newsletter.
- Be the central point of contact for the church including coordinating facility use
- Schedule the pastor's office hour appointments, and take messages on his behalf when he is out of the office
- Keep the pastor informed of hospitalizations, births, deaths, weddings and other events
- Create each Sunday's church bulletin under the editing authority of the pastor; update and edit the weekly Prayer List; prepare and edit bulletin inserts
- Break out Sunday service recordings, create CDs and labels. Upload the Pastor's recorded message and notesheet to church website.
- Enter Sunday offering using envelope information in Power Church and reconcile/resolve any discrepancies, email totals to Finance Chair and Treasurer
- Maintain and record Petty Cash for office
- Record Book of Remembrance donations (in Excel and hard-cover BOR book) and send thank you notes to donors and acknowledgment to family. Provide information to Diaconate Committee when requested.

- Organize and maintain all church documents, files (electronic or paper) and keep the office in order
- Maintain accurate Power Church membership database and update the Grace Family Directory quarterly.
- Monitor and order office supplies
- Operate and maintain copy and fax machines in working condition, make copies as requested
- Copy and keep stocked materials for the Narthex and/or Welcome Center (encouragement cards, giving envelopes, pamphlets, visitor information etc.)
- Assist the Pastor and Board Chair with the creation of the Annual Report
- Edit, copy and distribute Committee/Board meeting Minutes and maintain master file of Minutes in designated area

Pastoral Intern Responsibilities

The ministry of a pastor is a unique vocation which comprises of four primary areas: 1) preaching – the teaching of God’s Word in a variety of large and small group settings, 2) people – caregiving and support, 3) programming – managing church activities and ministries, and 4) prayer & planning – giving appropriate time to give quality preparation to each of the first three areas. *The pastoral intern must be qualified to give appropriate support in any of these four areas as needed by the pastor.* The intern may be asked:

1. To teach a class, lead a small group or preach a sermon if necessary.
2. To make a pastoral visit, represent the pastor in supporting a person or family in need, or offer counsel if required.
3. To assist the pastor by communicating with ministry chairs, helping create and manage the overall church calendar, and attending committee meetings if needed. The intern needs to see and understand the “big picture” (mission, vision and core values) of Grace and aspire to represent the heart of the senior pastor in dealings with others.
4. To join the pastor in weekly planning meetings, being a sounding board for planning ideas, offering advice, and assisting in communicating decisions to the leadership and congregation.
5. To represent Grace professionally and pastorally in all his interaction with outside churches, vendors, and visitors.

Other pastoral intern duties include:

- Provide support to the pastor by conducting research he or the church leadership may require
- Handling information requests, preparing correspondence, receiving visitors, arranging and/or scheduling meetings and appointments for the pastor as directed.
- Assist Pastor in new member assimilation
 - Monitor contact of new people by maintaining Visitor Database and sending welcome letters to our first-time visitors
 - Send letters/emails etc. informing new members of upcoming opportunities
 - Calling or visiting new attenders as the pastor directs
- Assist the pastor in preparation and delivery of 101-401 seminars

- Assist in churchwide promotion and recruitment for upcoming events to include:
 - Sending out email reminders
 - Offer assistance to committee/ministry heads
 - Make phone calls
 - Produce flyers
 - Make advertising contacts
- Prepare and mail correspondence from the church office as directed by the pastor
- Assist as needed in the coordination of church-wide events.
- Maintain ministry rotation schedules in consultation with the pastor (service leading, Worship team etc.)
- Be available for additional seasonal work (Easter, Christmas) and other activities/events (Annual meeting, outdoor worship service, etc.)
- Be available to work 1 or 2 evenings a week beyond the intern's "volunteer" hours (Grace members are asked to provide 3-5 volunteer hours weekly as FULL Members of Grace)
- In Sunday worship, join with the pastor in exercising a "pastor's heart" to our members and visitors
- Perform other related duties or projects as requested by Pastor i.e. computer management, survey results etc.

Qualifications

- To have a growing pastor's heart, which includes a love for people, an understanding of grace, and a strong sense of the local church as a place to offer respectful and compassionate service
- To have a growing theological knowledge consistent with the evangelical convictions and values of Grace; the candidate cannot be a new believer
- Excellent phone, verbal and written communication skills
- Attention to detail, including proofreading and editing skills
- Ability to work independently, with effective time management and follow through
- A self-starter and a team player
- Ability to prioritize and meet deadlines
- Professional and cordial conduct and good interpersonal skills at all times
- Ability to keep contacts with church members and others in strict confidence
- Strong Office Management and people skills
- Strong computer and website skills; competency in Microsoft Office, and Power Church
- Ability to modify and work within Facebook and other social media environment
- A demonstrable call to serve in church ministry work

2-4 year degree preferred but will consider 3-5 years office management and/or church ministry experience, with the requirement of continuing professional education in a ministry field

This is a 40 hour salary position (additional hours may be required occasionally). Salary range is \$35-40K depending on experience. Six paid holidays, and 10 paid leave days.

The candidate will be expected to be an active attender of Grace.

The position will be contracted for annually and a review will be done based on the needs of the church and its budget . The position is subject to a performance review quarterly and the person's continuation will be based on the outcome of the review.

Disclaimer – Grace Baptist Church does not pay Unemployment Tax therefore any person employed by the church will not be eligible to collect unemployment benefits should they leave the position for any reason.