Pastor Administrative Assistant
First Baptist Church Pineville
(Updated November 17, 2025)

PRINCIPAL FUNCTION

Provide administrative assistance to the Pastor.

ADMINISTRATIVE SUPERVISOR: Pastor

EMPLOYEE CLASSIFICATION: Group III

QUALIFICATIONS

1. Has a personal commitment and devotion to Christ and His church.
2. Preferably at least two years of college.
3. Creative, innovative, flexible, teachable, and proactive.
4. Pleasant personality, congenial, and cooperative.
5. Proficient use of desktop publishing software as well as ability to learn and use new software.
6. Expertise in Microsoft Office Suite.
7. Ability to plan ahead, organize materials, and meet deadlines.
8. Excellent knowledge of English grammar, pronunciation, and spelling.
9. Ability to maintain confidences.
10. Professional and modest dress.

RESPONSIBILITIES

1. Office
    a. Meet regularly with Pastor to maintain communication.
    b. Aid in purchase order process for Pastor and prepare monthly credit card expenses.
    c. Keep the Pastor Office Suite orderly and the coffee center and fridge stocked.
    d. Handle correspondence, telephone calls, appointments, filing and other secretarial tasks related to the work of the Pastor.
    e. Receive phone calls and visitors to the Pastor's office. Serve as a hostess for guests to the pastor's suite offering water, coffee, etc.
    f. Assist in managing the pastor's calendar.
    g. Assist in managing the pastor's email and text messages.
    h. Prepare materials as needed or requested for the worship services of the church.
    i. Prepare weekly new member and guest letters. Process new member photos.
    j. Coordinate new member's class and prepare all necessary materials and details.
    k. Keep new member clipboards, Deacon bags, and *Privilege of Worship* basket stocked.
    l. Keep the pews stocked with pens and offering envelopes.
    m. Keep up with staff birthdays and anniversaries. Coordinate birthday lunches for staff.
    n. Order and prepare gifts for special occasions as needed.
    o. Assist the pastor in mass emails to various groups.
    p. Assist the pastor in research as requested.
    q. Assist the pastor by typing up notes and gleanings from books and articles.
    r. Maintain pastor's library.
2. Church Calendar
    a. Maintain the church calendar. (Publications assistant handles website calendar)
    b. Prepare work orders for church calendar events and communicate with responsible parties.
    c. Assist in coordinating weddings and funerals held at the church and at Pastor's request.

3. Pastoral Care
    a. Maintain the homebound member list and keep updated as person's situations change.
    b. Maintain a roll of deaths and other significant dates throughout the year for the pastor. Place death anniversaries on the pastor's calendar (l year anniversaries).
    c. Assist with funerals as needed (programs, making sure tissues are in pews, etc.).
    d. Ensure that the hospital board is up to date daily.
    e. Prepare monthly birthday and anniversary list and labels.
    f. Prepare cards for birthdays, anniversaries, etc.
4. Flowers
    a. Maintain the sanctuary floral schedule and communicate with the Publications Assistant.
    b. Order arrangements for the church for special events as requested.
5. Membership
    a. Update Shelby database with prospects and members.
    b. Request letters as indicated on new member card when people join.
    c. Update Membership Records list.
    d. Update MailChimp email list
    e. Maintain Committee Groups in Shelby and Pastor's Outlook Contacts
    f. Prepare membership cards.
    g. Maintain membership archives.
    h. Maintain deacon of the week, deacon rotation, and deacon link-up
    i. Update church history for new members class and records.
5. Coordinate arrangements for meetings and special events for which the pastor is responsible.
    a. Notify: (a) committees of scheduled meetings; (b) communicate with candidates for baptism; (c) communicate with the committee for the Lord's Supper and ensure that Lord's Supper supplies are purchased; (d) communicate with people involved in special events such as parent/child dedication, baptisms, etc.
    b. Prepare materials for special services (baptisms, weddings, ordinations, etc.) as well as committees and councils with which the pastor works.
    c. Type correspondence and minutes of meetings as requested.
    d. Prepare packets for monthly deacons' meeting, quarterly church conference, and other meetings for which the pastor is responsible. Generate reports and create slides.
    e. Assist the pastor in publicizing, coordinating, and hosting special events and conferences.
    f. Make sure the paper goods room in fellowship hall remains stocked.
    j. Order and prepare gifts for special occasions.
    k. Make travel arrangements for pastor and church guests.
    a. Attend staff meetings and other meetings as requested by the pastor.

GENERAL MATTER

Fulfill other responsibilities as requested by the Pastor. Ask the Pastor, "Why are you doing that? Let me handle that for you!"

PERSONAL CONSIDERATIONS

1. Maintain a program of personal and professional development.
2. Maintain a personal devotional life.
3. Function as a Spirit-filled person, exhibiting submission to the Lord, an adherence to Bible study and prayer, and a firm dedication to the ministry of the church.
4. Display an attitude of cooperation, friendliness, and helpfulness, along with the fruit of the Spirit named in Galatians 5:22-23.

"I have read this job description and fully understand the duties involved."

_____ _____

Name Date