

**LEADERSHIP POSITION DESCRIPTION**

Position Title: Administrative Assistant

Reports To: Senior Pastor and Director of Ministries

Level: Ministry Support Staff

Date Prepared/Revised: May 24, 2017

**Ministry Mission and Vision**

**Vision:**

Broken lives made whole + transformed by God’s power

**Mission:**

Renewing San Gabriel Valley for Christ by renewing our Neighborhoods for Christ

**Principal Function**

Support the Senior Pastor and Ministries Director

**Specific Responsibilities**

**Assisting the Senior Pastor**

 Schedule management

* This includes communicating meetings, meals, cancellations, re-schedules, initialization for meetings, etc.

Prompt Email Reply

* Allows for you to reply with:
	+ answers (that will grow as your knowledge increases)
	+ reply promptly with a recognition that their email has been received and you or the Senior Pastor are working on reply
* Prioritization of requests, calendaring those priorities in Senior Pastor’s schedule

Expenses

* Keeping track of mileage based on where the Senior Pastor has been (takes some Google Maps work)
* Sorting receipts
* Filling our re-imbursement form with correct budget categories
* Communicating w PCC (Andrea Wong/Hannah Franklin) to ensure format/process is correct/honored
* Communicating with anyone else as need be, regarding Senior Pastor’s expense financial gaps/credit card expenses/etc.

Calls/research/compilation of information done on my behalf at my request

* This could include:
	+ finding a product at a good price
	+ calling an individual or org for information
	+ -organizing files/quotes/ in Evernote or similar app.

**Assisting the Ministries Director**

Expenses

* Keeping track of mileage based on where the Ministries Director has been (takes some Google Maps work)
* Sorting receipts
* Filling our re-imbursement form with correct budget categories
* Communicating w PCC (Andrea Wong/Hannah Franklin) to ensure format/process is correct/honored
* Communicating with anyone else as need be, regarding Ministry Director’s expense financial gaps/credit card expenses/etc.

Prompt Email Reply

* Allows for you to reply with:
	+ answers (that will grow as your knowledge increases)
	+ reply promptly with a recognition that their email has been received and you or the Ministry Director are working on reply
* Prioritization of requests, calendaring those priorities in Senior Pastor’s schedule

Schedule Management

* This includes communicating meetings, meals, cancellations, re-schedules, initialization for meetings, etc.

Event Assistance

* There will be at least one month advanced warning of this request
* Duties will include setting up, breaking down, running errands, and anything else the Ministry
* Director requests

Sunday Operations

* Work on-the-ground with the Set-Up Team and Breakdown Team (volunteers) on Sunday mornings to ensure that all set-up is done in a precise and timely manner
* Assist the Ministry Director with any other Sunday operations needs

**Other**

If you find your duties do not take up 10 hours, it would be reasonable to assume that additional duties could be conferred to approach that threshold.

If your duties are at or above 10 hours, it would be reasonable to assume that we would have a mutually agreed upon dialogue for additional duties

Rare instances: where you accompany the Senior Pastor to meetings to act as a scribe/recorder of the meeting. If this increases in frequency, it would be reasonable to assume you would want to be remunerated for travel, etc.

Because of the confidential nature of email, individual membership records, background checks, and much of the correspondence of staff, it is absolutely essential that the Ministry Support Staff respect this confidence.

**Basic Principal Responsibilities**

Perform duties and responsibilities in a manner to glorify Christ and further the mission and ministry purposes of Pacific Crossroads: The Way (Colossians 3:23, 24). Maintain a vital and growing personal walk with the Lord through committed Bible study, prayer and meditation.

By God’s grace, we covenant to fulfill the words written on these pages with joy, humility, dependency, honesty and grace in the power of Christ’s gospel and by his Spirit.

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 Administrative Assistant Date

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 Senior Pastor Date