



Job Description: Pastoral Assistant for the Senior Associate Pastor

Reports To: Senior Associate Pastor

Classification: Part-time, hourly

PURPOSE

The Pastoral Assistant position exists to support the Senior Associate Pastor with coordination and administration to maximize the time the Senior Associate Pastor can spend shepherding people.

RESPONSIBILITIES

Provide administrative support to the Associate Pastor - 40%

- Organize email and related follow-ups (10%)
- Calendar management and scheduling (10%)
- Printing and coordination of materials for leadership and training events (10%)
- Event shopping, set-up, and tear down (10%)

- Coordinate lay-led ministries that report to the Associate Pastor - 30%
- Provide administrative support for HPC staff events - 10%
- Other tasks as assigned - 20%

ABILITIES

- | | |
|-------------------|---|
| • Teachable | • Able to work under pressure and deadlines |
| • Detail oriented | • Proactive |
| • Organized | • Assertive |
| • Flexible | • Digitally competent across platforms |

SPIRITUAL REQUIREMENTS

Confesses Jesus as Lord and Savior

Leads self spiritually- committed to a vibrant, growing relationship with God

Demonstrates the fruit of the Spirit outlined in Galatians 6

Embraces scriptural standards of behavior in all facets of life

Actively growing in the areas of the HPC staff core values

Agrees substantially with HPC Articles of Faith

Willing to submit to the HPC Constitution and Bylaws

EDUCATION AND EXPERIENCE

- Bachelor's degree preferred
- Administrative experience preferred

