



Job Description: Pastoral Ministry Assistant

Reports To: Associate Pastor of Congregational Care and Discipleship

Classification: Full-time, hourly

PURPOSE

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

RESPONSIBILITIES

- Coordinate lay-led ministries that report to the Associate Pastor - 30%
- Provide administrative support to the Associate Pastor - 20%
 - Organize email and related follow-ups (10%)
 - Calendar management and scheduling (10%)
- Provide administrative support for HPC-wide events - 10-30%
- Provide administrative support for HPC staff events - 10%
- Various HR tasks - 10%
- Other tasks as assigned - 0-20%

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

