

City of Hope Presbyterian Church
Administrative Assistant Job Description

Basic Mission: To provide excellent administrative assistance to the Pastor, officers, and ministry leaders of City of Hope Presbyterian Church, assisting them to be ministers of God's word and in fulfilling the Great Commission to the congregation and surrounding community.

Qualifications:

- A clearly articulated faith in the saving work of Jesus Christ.
- Organized, detail-oriented, and able to maintain strict confidentiality
- Flexible; able to work with many different personalities and cultures
- Good verbal and written communication skills and active listening skills
- People-oriented; treat others in a manner in line with the Gospel
- Ability to identify workflow weaknesses and help plan and execute ministry logistics.

Expected Proficiencies:

- Microsoft Office Suite,
- Google Drive, Docs, and Calendar
- Ability to learn church management software (Planning Center)
- Use and navigate online resources
- Working knowledge of social media

Job Responsibilities

- **Assist Pastor** – Schedule appointments, draft emails/correspondence as needed; make travel arrangements; assist with special events; upload sermons to website; maintain confidentiality; arrange accommodations for guest preachers; coordinate the preparation and production of Sunday bulletin; collect and distribute church mail; assist in expense reimbursement process for ministry expenses and complete any other tasks the pastor may assign.
- **Assist Session** – Distribute docket for Session's monthly meetings; prepare and maintain annual statistical report for the PCA; maintain membership records and monitor incoming and outgoing members; process completed membership forms and communicate with other churches when necessary (prepare correspondence for letters of transfer, dismissal, etc.), schedule and arrange baptisms; prepare and distribute notices and materials for Congregational Meetings; may be asked to assist in maintaining meeting minutes in compliance with Presbytery standards; help to update and maintain church-wide database; schedule facility for events and meetings; facilitate any bereavement needs (i.e., order sympathy flowers/cards)
- **Assist Other Ministry Leaders** – Prepare and order materials for classes as needed (Sunday School, special events, etc.); maintain and communicate schedule for ministry events; maintain weekly rotation schedules for Set-Up/Tear Down, Nursery, Lord's Supper, Scripture Reader, and Pastoral Prayer.
- **Assist Sunday Morning Team** – Ensure that details and supplies are in place for the Lord's Supper and baptisms; coordinate welcome team schedule and serve as point of contact for materials; process visitor cards; send Guest Welcome Packets to first-time visitors

Church Information:

The immediate supervisor will be the Senior Pastor, Brian C. Wood.

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8775 Cloudleap Court, Columbia, MD 21045

www.cityofhopechurch.net

cityofhopePCA@gmail.com