

Administrative Assistant to the Senior Associate Pastor



LOOKOUT
MOUNTAIN
PRESBYTERIAN
CHURCH

PRINCIPAL FUNCTIONS

The Assistant to Pastor Hitchings is responsible for providing administrative support to the senior associate pastor so that he may be more available to minister to the body of Christ at Lookout Mountain Presbyterian Church

RESPONSIBILITIES

ADMINISTRATIVE SUPPORT TO THE SENIOR ASSOCIATE PASTOR

1. Serve as the pastor's liaison with church members, community, and staff
2. Manage phone calls, email, correspondence, and the pastor's calendar
3. Administrate and communicate with all committees for which the pastor is responsible
4. Research material for sermon preparation, new initiatives, and programs
5. Provide research assistance to the pastors when requested
6. Administrate the annual officer nomination process until the Officer Training Class begins
7. Provide support for the worship, missions, and personnel and finance clusters by:
 - Securing worship leaders
 - Serving as the point person for the communion prep team
 - Providing research as needed
 - Recording and dispersing morning worship attendance statistics
 - Assisting with setting up committee meetings as needed
8. Administrate baptisms, weddings, and funerals for which the pastor is responsible
9. Regularly update the pastor's resident membership data in MS Outlook
10. Assist with filing and organization of the pastor's library, files, and desktop areas
11. Assist with expense reports as needed
12. Attend weekly staff meetings (Monday morning) and regular meetings with the pastor
13. Schedule travel and lodging as needed
14. Other duties as assigned by the pastor

OTHER

1. Proofread documents
2. Serve as a back-up for the weekly bulletin production as needed
3. Assist with answering phones as needed

FOUNDATIONAL PRINCIPLES

1. Maintain a high level of integrity and confidentiality
2. Exhibit excellent interpersonal skills and professional demeanor
3. Work as a team member with the pastors, other staff, officers, committees, and volunteers and set a high standard of professionalism within this environment
4. Glorify God in all work

POSITION STRUCTURE

Reports to the senior associate pastor and serves on the administrative team led by the office coordinator
Classification: Support Staff (nonexempt)

Please submit all resumes to jenniferwelsh@lmpc.org
Applications will be received through June 30, 2021.

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