



VillageChapel

Administrative Assistant Position Description

Reporting Relationships:

- **Primary:** Lead Pastor

Pay Status: Hourly

Employment Status: Part-time

Average Work Schedule: ~25 hours/week

One Sentence Job Description

Advance Village Chapel's mission to reach out and raise up disciples for Jesus by providing strategic administrative support to the Lead Pastor, coordinating pastoral care systems, and coordinating administrative communication processes--freeing the Lead Pastor's focus for preaching, vision, and leadership.

Key Result Area 1

Lead Pastor Support

Lead Pastor

Performance Standards

1. Manage the Lead Pastor's calendar, appointments, travel, and expense reports.
2. Organize and prioritize communication streams (phone, email, text, social media) so the Lead Pastor can best steward ministry.
3. Welcome and direct inquiries with warmth, ensuring needs are connected to the right staff or ministry leader.
4. Track action items and follow-ups to keep ministry priorities moving forward.
5. Provide administrative support for worship services, training events, and ministry initiatives.

Key Result Area 2

Pastoral Care Support

Pastoral Care

Performance Standards

1. Support the Elder overseeing Care in organizing the Pastoral Care team.
2. Maintain systems for visits, follow-ups, prayer needs, and care requests so that no one is overlooked.
3. Coordinate delivery of Holy Communion for those unable to attend worship.
4. Provide administrative assistance for care meetings and communications.

Key Result Area 3

Office Administration & Administrative Communication Support

Office Administration

Performance Standards

1. Oversee day-to-day office operations to create a hospitable, efficient environment.
2. Manage church mail, email accounts, phone lines, and the phone system.
3. Route general calls, emails, and visitors to the appropriate staff or ministry leader in a welcoming, respectful manner.
4. Maintain church calendar, scheduling events, room reservations, facility requests.
5. Recruit, train, and lead servants to fulfill administrative duties as needed.
6. Provide Administrative Support to leadership teams and ministry leaders as needed (agendas, minutes, follow-ups, documents).

Education,
Experience,
Skills

Demonstrates a Spirit-filled relationship with Christ, exhibiting model Christian character in both words and actions, with a commitment to confidentiality and integrity.

- **Education:** High school graduate required; additional education or training in administration, communication, or ministry support preferred.
- **Administrative Experience:** Proven experience in office administration, scheduling, communication management, and organizational systems.
- **Decision-Making:** Ability to process information, prioritize responsibilities, and make sound independent judgments in alignment with church values and mission.
- **Interpersonal Skills:** Excellent relational and communication skills, with the ability to warmly welcome, direct, and connect people to the right staff or ministry leader.
- **Team Orientation:** Works well with others in a collaborative environment and supports both staff and servant teams.
- **Leadership Support:** Capable of coordinating and guiding servants and/or office staff to ensure smooth ministry and office operations.
- **Technical Proficiency:** Strong computer literacy, including Microsoft Office 365, email management, data entry, and office systems.

Expectations

- Embrace and promote the vision of Discipleship to Village Chapel and beyond.
- Exemplify servant leadership by actively participating in the staff leadership team.
- Attend and participate in a LifeGroup and at least one worship service each week.

The above position description is intended to describe the general nature and level of work being performed by colleagues assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, qualifications, or working conditions.

This position falls under the procedures and guidelines of the Village Chapel employee handbook.