

# Pastoral Assistant



**Position Title:** Pastoral Assistant

**Reports To:** Senior Pastor

**Hours:** Part-time (10 Hours/Week)

## **Purpose:**

To assist the pastor with administrative, scheduling, and ministry-related tasks, ensuring efficient pastoral support and ministry coordination.

## **Key Responsibilities:**

- Manage the pastoral team's schedule, appointments, and communication
- Take notes during staff meetings and follow up with the staff with details discussed and action steps needed to be accomplished from the meeting.
- Help accomplish ministerial tasks
- Assist with visitor follow-up and member care tracking.
- Serve as a liaison between the pastor and ministry teams.
- Help manage social media team and their postings and engagements.

## **Qualifications:**

- High level of discretion and integrity.
- Strong administrative and interpersonal skills.
- Familiarity with the church's mission, theology, and culture.
- Ability to anticipate needs and take initiative.
- Proficiency with communication tools and office software.
- A member of Calvary Baptist Church

## **Time Commitment:**

- 10 hours/week
    - This includes Bi-weekly, in person staff meetings
    - Job nature: Remote (Freedom to work wherever and whenever as long as tasks get accomplished)
    - Time may flex depending on the church season or event schedule
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Compensation: \_\_\_\_\_

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**By signing below, you recognize all of the ascribed duties above understanding, that your position can entail more than what has been included on this contract. With this agreement, you are agreeing to fulfil this position with the best of your ability with the goal of glorifying God in all things each and every day. Any life style change or action that can be deemed as a breach of this agreement and those laid out in the church constitution, could result in being dismissed from this position without recourse.**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

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Pastor Timothy Worles

\_\_\_\_\_  
Date