



## **Position Description**

### **Lead Pastor's Assistant And Office Manager**

First Baptist Church at The Villages is growing congregation in Marion County, FL. Started twenty-five years ago, the church now averages over 500 in attendance each year with an annual budget of 1.7 million. The church is expanding to multi-generational ministry and is poised to reach more people for Christ in a rapidly growing area. Visit the church's website at <https://fbcvillages.org/> to learn more about the congregation.

First Baptist is seeking a dedicated Christian with administrative skills to serve as the Lead Pastor's Assistant and Office Manager. Applicants with a bachelor's degree in administration or Christian ministry are preferred. The position offers salary, insurance, and retirement benefits. Qualified applicants should send resumes and a cover letter via email to [Office-Manager@FBCVillages.org](mailto:Office-Manager@FBCVillages.org) or mail to:

First Baptist Church at The Villages  
Attn: Lead Pastor's Assistant / Office Manager  
16523 SE 76<sup>th</sup> Chatham Ave.  
The Villages, FL 32162

### **Purpose**

- To provide administrative support to the Lead Pastor and manage the overall function of the church office in support of the FBCATV's Purpose: Glorifying God; Mission: Engaging People; and Vision: Being Church, as a member of the church's staff.

### **General Responsibilities as a member of the church's Support Staff:**

- Reflect the spiritual character of a Christ-follower as described in Scripture. This team member benefits from having one or more of the following spiritual gifts: administration, helping, discernment, and faith.
- Affirm the Baptist Faith and Message 2000
- Relate to church family and guests in a Christ-like manner
- Respect the confidentiality of people and information
- Communicate thoroughly
- Cooperate willingly
- Collaborate eagerly

## **Specific Tasks in providing administrative support to the Lead Pastor and managing the overall function of the church office:**

- Provide the Lead Pastor with Administrative Support
  - Screen all incoming telephone calls
  - Return all telephone calls and emails as delegated
  - Schedule and calendar all appointments
  - Generate correspondence, memos, and reports
  - Maintain filing system for pastor's sermons and evangelistic contacts
  - Facilitate all aspects of meetings with individuals or groups
  - Manage special projects
  - Assist with research
- Establish and Manage processes to ensure the effective function of all office tasks including, but not limited to:
  - Guest reception
  - Telephone traffic
  - Office supply and equipment provision
  - Church calendaring
  - Record keeping and file systems
  - IT Systems Support
- Personnel Management
  - Keep permanent employee files, maintaining absence and vacation records.
  - Coordinate health insurance coverage and renewal.
  - Coordinate with property and general liability insurance carriers.
- Coordinate all Administrative Staff
  - Insure staff coverage during office hours
  - Delegate tasks to appropriate FBCATV support staff

## **Skills and Abilities**

- The ideal candidate for this role has a mix of administrative skill and organizational ability, driven by a strong work ethic and passion for Christ
- Highly organized and able to meet deadlines
- Cooperative team member who respects FBCATV policies and procedures.
- Close attention to detail
- Problem solving skills
- Critical thinking