

Pastoral Assistant Job Description

Part time (5-7 hrs / week) - remote

Compensation:

Summary

Saint George Antiochian Orthodox Church is looking for a part-time Pastoral Assistant with strong Christian principles to coordinate and enhance the work and resources of the Church. The Pastoral Assistant will help Fr. Joel with ministry incubation and strategic ministry growth; the development and execution of a fundraising and stewardship plan to support ministry growth and other key initiatives; and other special projects as assigned (eg: implementation of a new CRM system).

Duties and Responsibilities

1. General Administration (10%)
 - a. Help maintain Fr. Joel's calendar and coordinate with OM for any conflicts
 - b. Schedule home blessings, sacraments, and pastoral education
 - c. Create PowerPoints and other materials for Fr. Joel's presentations
2. Stewardship (30%)
 - a. In coordination with Fr. Joel and Parish Council, create and execute annual plan for fundraising for key initiatives (eg: capital, icon, etc)
 - b. Assist OM with donation processing as needed
3. Ministries (40%)
 - a. Attend monthly meetings with Fr. Joel and individual ministry leads
 - b. Develop ministry goals and expectations and provide support for strategic ministry growth and leadership development
 - c. Coordinate and participate in ministry event debriefs
 - d. Create and execute processes (and continuous improvement) for successful planning and execution of ministry-led events
4. Sacraments (10%)
 - a. Answer questions related to checklist and logistics for sacraments
 - b. Coordinate marriage prep sessions with Fr. Joel
5. Miscellaneous (10%)
 - a. Implementation of new CRM system
 - b. Oversight of special volunteers (eg: website) in coordination with Fr. Joel

Required Skills:

Ability to interact professionally with Church Parish Council members and pastor. Ability to implement Parish Council and pastoral directives and interact with parish members in a professional and respectful manner. Familiarity with social media, productivity software, and basic website editing. Self-motivated and able to accomplish tasks with minimal direction or oversight.

Reference(s)

Please provide the name and contact information for at least one reference, which should be from a current or former supervisor.