



FIRST BAPTIST CHURCH JACKSONVILLE

Administrative Assistant to the Pastor of Worship and Music

Position Description

Title: Assistant to the Pastor of Worship and Music

Summary: *Reach all of Jacksonville with all of Jesus for all of life by...*
overseeing all administrative details and support for the Pastor of Worship and Music thereby assisting in implementing the vision of the ministry.

Reporting Relationships: Reports to the Pastor of Worship and Music

Designation: Ministry-non-pastoral / Full-time / Exempt

Responsibilities:

- Read and respond to email correspondence on behalf of and as directed by the Pastor of Worship and Music.
- Manage the Pastor of Worship and Music's calendar by planning and scheduling meetings, conferences, and travel.
- Act as the first line of contact for the Pastor of Worship and Music; assess proper response to calls, inquiries, or meeting requests; greet and assist visitors to the office of the Pastor of Worship and Music.
- Attend Worship staff meetings for the purpose of involvement and notetaking.
- Attend meetings as directed by the Pastor of Worship and Music for the purpose of notetaking.
- Track inventory of supplies for the Pastor of Worship and Music, both in the office and in rehearsal/service spaces, anticipating and requesting needed supplies.
- Maintain confidence and protect operations by keeping confidential information.
- Assist in scheduling and making arrangements for outside functions in coordination with the Worship Department Coordinator.
- Contribute to the planning and execution of large-scale special events, as directed by the Pastor of Worship and Music.
- Draft letters and documents on behalf of the Pastor of Worship and Music as directed.

- Reconcile financial records for the Pastor of Worship and Music, including credit card charges, reimbursements, etc..
- Complete special assignments and projects as directed by the Pastor of Worship and Music.
- Coordinate, manage, and complete other assignments as directed by the Pastor of Worship and Music or as appropriate to the role
- Assist in mail collection and distribution for the Worship department.
- Meet regularly with the Pastor of Worship and Music
- Work in coordination with the Worship Department Coordinator

Accountability: Meet with Supervisor regularly for prayer and review.

Qualifications:

Character

- Publicly confess that he has confessed Jesus Christ as Lord and Savior, that Jesus died for his sins, that God raised Jesus from the dead and that His atoning sacrifice is the only hope for salvation and eternal life, and demonstrate in his life that he has been born again through evidence of a changed life and the fruit of the Spirit.
- Fulfill the scriptural requirements and standards of an elder as found in 1 Timothy 3:1-7; Titus 1:5-9; 1 Peter 5:1-4. (for pastoral role)
- Possess a humble spirit willing to embrace accountability and correction (when necessary) and serve in any capacity that is needed.

Training and experience

- Possess passion for serving the church through administration.
- Strong organizational, logistical and administrative skills.
- Strong interpersonal skills and a servant's heart.
- Possess organizational, logistical, and event coordination skills.
- Strong written and verbal communication skills
- Time management skills
- Event coordination skills
- Show initiative in anticipating and fulfilling needs for the Pastor of Worship and Music
- Able to work under pressure and effectively complete short-fused projects and assignments
- Trustworthy and able to maintain confidential information
- Competency in various software: email, Microsoft Word, Microsoft Excel, Microsoft Outlook, and Google Calendar.
- General knowledge of budget management.
- High School Diploma or equivalent.
- At least five years of related administrative experience.

Alignment

- Be willing to embrace the mission and core values of FBCJax as his/her own.
- Be able to affirm unreservedly the Baptist Faith and Message 2000.

- Be eager to develop and maintain good Christian comradery with the other members of the staff.
- Be willing to whole-heartily follow the vision of ministry set forth by the leadership.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Frequent use of stairs.
- Must be able to lift up to 15 pounds at times.

** Your employment with FBC Jacksonville is at will. This means your employment is for an indefinite period-of-time and it is subject to termination by you or FBC Jacksonville, with or without cause, with or without notice, and at any time. Nothing in this policy or any other policy of FBC Jacksonville shall be interpreted to be in conflict with or to eliminate or modify in any way, the at-will employment status of FBC Jacksonville employees.*

The at-will employment status of an employee of FBC Jacksonville may be modified only in a written employment agreement with that employee, signed by the Chairman of the Board of Trustees, of FBC Jacksonville.