

# CHANGE

## JOB DESCRIPTION

**Term:** Full Time

**Department:** Pastoral Office

**Job Title:** Pastoral Assistant

**Reports To:** Lead Pastor

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### **Purpose of the Job:**

The Pastoral Assistant is primarily responsible for assisting the Lead Pastor personally and professionally in scope and being available to travel frequently. This position is also responsible for stewarding close proximity and confidential information. This individual must be able to communicate thoroughly and timely and is a protector of the Lead Pastor having a watchful eye at all times. The PA must be willing to relocate and live within close proximity of North Fulton/Gwinnett County.

### **General Duties**

- Commit to pray for the first family, leadership, and membership of Change Church.
- Lead in generosity to the church through consistent giving of tithe and offerings.
- Serve in excellence by being early and prepared for all scheduled meetings.
- Establish and foster an exemplary relationship with staff/non-staff workers, church membership, and the community at large.
- Champion, support, and advocate for the vision of the church.
- Demonstrate a servant's heart by having a willingness to perform other duties as needs may arise.

### **Experience and Knowledge Required:**

- Projects a professional and confident image, able to handle a stressful pace.
- Must have great people skills.
- Must have the ability to handle confidential information.
- Must be flexible and easy going.
- Must be resourceful and have a proactive approach to problem-solving.
- Must be open to sudden schedule adjustments and have a willingness to work after hours and on weekends when needed.
- Must be detail oriented and must have strong time management skills.
- Anticipatory leader with self-discipline
- Must have emotional intelligence and situational awareness
- Must have excellent driving skills and a good driving record
- Must have availability to drive employer and flexibility to travel frequently
- Responsible and reliable with the ability to carry out instructions and assignments
- An anything, everything or nothing at all disposition and heart posture of servanthood
- A protector of the pastoral office

### **Essential Functions and Responsibilities:**

- Travel assistant. PA is responsible for airport assistance, lodging check-in and preparation, transportation during travel, meals, packing and unpacking, clothing preparation, and ad hoc errands.
- Driver. PA will be the main driver of the team of drivers. PA will be responsible for local transportation as requested.

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- Perform Life Maintenance Tasks. PA completes everyday tasks on behalf of the employer and can include but not limited to preparing vehicles for transport, packing/unpacking, ensuring clothing is coordinated and ready for wear, ad hoc errands, etc. PA must fulfill instructions with an anything, everything disposition and heart posture of servanthood.
- Assist social media manager in gathering footage and content.
- Assist in the training/development of the PA volunteers for Atlanta location.
- Various ad hoc requests and works with the Executive/Pastoral Assistants as needed

**Extent of Public Contact:**

- Daily contact with members, guests, and vendors
- Change Pastors and staff members.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Direct Report's Signature: \_\_\_\_\_ Date: \_\_\_\_\_