

Kindred Church
Part Time Pastoral Assistant
Job Description, January 2020

Job Summary:

We are looking for a responsible and detail-driven Pastoral Assistant to join the staff of Kindred Church, a growing multi-site church plant that is committed to reaching and empowering those without a church family to respond to God's love in a community of kinship. The Pastoral Assistant will keep the Pastor's path clear of nonessential tasks and decisions so that the Pastor can do what only the Pastor can do. The right candidate will have an instinctive ability to organize, anticipate, communicate, and deliver administrative support. All roles in our church require a commitment to the pursuit and practice of anti-racist leadership and a commitment to LGBTQIA+ inclusion.

Essential Functions:

- Provide administrative support to the Pastor including:
 - Manage access to the Pastor by screening, drafting, and issuing correspondence on their behalf
 - Maintain the Pastor's calendar, scheduling meetings, and booking appointments (Outlook, Google, iCal)
 - Handle requests and queries appropriately and with due confidentiality
 - Conducting and compiling research
 - Prepare reports and presentations for meetings and special events such as Charge Conference
 - Draft meeting agendas
 - Submit receipts and invoices to accounting department
 - Run errands for the church
 - Format and print weekly worship bulletin and other printed worship materials as needed
 - Set up and manage digital sign up forms and databases (Planning Center, website, Google forms, etc.)
 - Draft, schedule, and otherwise manage Kindred's weekly e-newsletter (Mailchimp)
 - Upload/schedule weekly digital worship/ministry content to social media platforms
 - Other duties as assigned
- Assist the Pastor with congregational leadership tasks including:
 - Document and report on data for a set of key performance measures that provide an ongoing dashboard to gauge the health of all ministries
 - Develop and manage these processes: 1st Time Visitor Follow Up, Guest to Member, and others as assigned.
 - Implement annual Volunteer Celebration
 - Weekly proactive congregational reach outs for prayer, new visitor follow-up, etc.
 - Provide regular support, encouragement, feedback, and other positive communication to volunteers

- Other duties as assigned
- Assist before, during, and after weekly in-person worship services
 - Drive church van with supplies from mother church to worship site in time for set-up and back after clean-up
 - Serve as a point-person and problem-solver during set-up/clean-up for worship, maintaining rapport with volunteers
 - Assist the Pastor and volunteers in welcoming new visitors

Other Responsibilities:

- Regularly attend and participate in Kindred Church's activities and events outside of worship to foster relational connections and enhance rapport within the Kindred community
- Join Kindred's Pastor and members in practices of relational evangelism through which Kindred engages people without a church home and invites them into the Kindred family

Education and Experience:

- Bachelor's degree preferred
- 2+ years experience with administrative support preferred

Qualifications Sought:

- Outstanding organizational and time management skills
- Ability to multitask and prioritize daily workload
- Excellent verbal and written communications skills
- Discretion and confidentiality
- Diplomacy and tact
- Working knowledge of office equipment
- Ability to receive constructive feedback
- A self-starter willing to be proactive and take initiative
- Ability to meet deadlines and remain calm under pressure
- Ability to give direction to others
- Strong follow-up skills
- Internet savvy
- Proficiency in MacOS (Pages, Numbers, Keynote), Office (Word, Excel), Google (Docs, Sheets)

Strong candidates will:

- Enthusiastically embrace the vision and theological commitments of Kindred Church
- Demonstrate exceptional organizational and interpersonal skills
- Enjoy working collaboratively with a supervisor and with volunteers
- Embrace challenges with an eagerness to learn, adapt, and grow
- Embrace being one of Kindred's more visible representatives with humility and joy

Mission:

As a part of the University United Methodist Church family, our shared mission is to live into radical kinship through loving God, serving others, and building Christian community. (For more details: <https://universityumc.church/our-identity/>)

Kindred's Core Focus:

With a particular commitment to the excluded, ignored, and questioning, Kindred Church helps people take their next steps in response to God's unconditional love within a community of kinship. We prioritize the following practices:

- Worship
- Relational Discipleship (Small Groups, Care Team)
- Financial Generosity
- Service to the Church (Volunteer Teams, Volunteer Leaders)
- Service to our Neighbors (Missions)
- Daily Prayer

We have a history of serving with people who:

- Want a more just society and a more just church
- Have been estranged from church for the previous season of their life or who have never been part of a church community before
- Take seriously the belief that God loves without conditions or exceptions
- Engage in thoughtful reflection/discussion without settling for easy answers to hard theological questions
- Embrace doubt
- Don't tolerate intolerance
- Want a religious community that shares their values

Application Process:

1. We receive your application. Please provide a current resume, cover letter, and three professional references. Send these application materials to Pastor Daniel Childs, dchilds@universityumc.church. Please direct all further questions to Pastor Daniel.
2. We ask next-round candidates to take a personality assessment (like Enneagram or Strengths-Finder) to determine strengths, weaknesses, and compatibility with job responsibilities.
3. We interview next-round candidates in multiple rounds with multiple persons from our organization.
4. We perform statewide and nationwide background checks on next-round candidates.
5. We offer a letter of employment.