



## **Pastoral Admin**

This role supports the Pastor of Online Community and Sunday Evening Services. This position is full-time, with office and service hours from Sunday through Thursday.

### **About this role:**

#### **Administrative Support**

- Prepare budget reports and track monthly metrics
- Take meeting notes and manage follow-up tasks
- Maintain calendars and tracking sheets
- Assist with pre-marriage and wedding preparation
- Conduct sermon research
- Coordinate guest speakers
- Handle room and food reservations; maintain PCO (Planning Center Online)

#### **Events & Special Projects**

- Organize volunteer appreciation efforts
- Communicate prayer requests from emails and social media
- Coordinate the Israel trip, Pray First, R Devotions, National Day of Prayer, and Sunday PM services
- Process book notes

#### **Live & Online Services**

- Host live services: Wednesday PM, Sunday AM (as needed), and Sunday PM
- Manage the church online platform: add services, enter service content, and keep host copy & paste links updated

#### **Volunteer Team Management**

- Maintain volunteer schedules and platform preferences in PCO
- Schedule weekly volunteer shifts
- Provide training and consistent communication (emails, videos, 1:1 check-ins for questions, needs, and prayer)

- Oversee the online volunteer desk in the Worship Center and maintain its equipment (computers, chairs, lights, etc.)

### **Media & Communication**

- Film for R Devotions and YouVersion in the Live Studio
- Help format, edit, and submit YouVersion plans
- Respond and pray with individuals who text in through Clearstream

### **What you bring:**

#### **A: Qualifications**

- Must be very experienced with Google Apps and Google Suite (Calendar, Drive, Contacts, etc.)
- Excellent organizational skills and attention to detail.
- Demonstrate a high level of self-direction and a strong desire to achieve high-level results.
- Ability to maintain the confidentiality of highly sensitive information. Absolute integrity and discretion are essential.
- Possess strong analytical, interpersonal, written, and oral communication skills; able to communicate with a broad and diverse audience of all levels.

#### **B: Characteristics**

- Have the ability to be self-motivated and to perform daily responsibilities when unsupervised.
- Must exhibit a personal and growing relationship with God and a teachable spirit.
- Must be committed to continual learning and growth. Must agree and align with the mission, vision, and leadership of Res Life Church.
- We expect that this role will attend one Sunday morning service weekly in person to become or remain familiar with our culture, beliefs, and structure, and more effectively fulfill this role.
- We request this role to actively volunteer for a Res Life ministry outside their work role and schedule to support our goal of winning souls and making disciples.

#### **Physical Requirements:**

This position requires lifting up to 50 lbs. This position will require standing for long periods of time, as well as considerable walking due to the size of the campus.

*The above duties, activities, or responsibilities may be supplemented periodically.*