

CORNERSTONE MISSIONARY BAPTIST CHURCH

Job Description

Job Title: Minister of Pastoral Support

Position Summary: To provide executive level administrative support to the Senior Pastor

FLSA Status: Non-Exempt

Hiring Range: \$13.50 to 14.50 per hour

Duties & Responsibilities

Pastoral Support:

- Scheduling the Pastor's appointments.
- Writing, mailing, and/or faxing bereavement letters to family homes and funeral homes.
- Printing New Disciple and Baptismal Certificates.
- Updating the Pastor's notebook of "Weekly Intake Reports".
- Typing and printing the "Order of Service" and contacting individuals on program to inform them of their duties.
- Submitting "Month at a Glance" to the Media Ministry for the monthly newsletter.
- Ordering supplies as directed by the Church Administrator and/or Pastor.
- Typing and editing Pastoral correspondence.
- Filing required documents.
- Activating "One Call Now" as directed.
- Updating discipleship roster in Realm as required.
- Developing a prayer list for the pulpit each Sunday.
- Integrating Pastor's calendar into the church calendar.
- Providing the Pastor reminders of meetings and keeping him or her abreast of community activities that may benefit him or her and the congregation.
- Coordinating Pastoral engagements, Guest Ministers, and upkeep of the Pastor's office.
- Performs other duties as directed/assigned.

Minimum Qualifications:

Education:

Bachelor's degree from an accredited college or university with major course work in marketing, public relations, communications, or related field.

Experience:

Three years of professional-level experience in the areas of pastoral support, marketing, communications, public relations, or related experience. Broad hands-on experience with technology in a modern worship production environment preferred.

Licenses/Certifications:

Must possess and maintain a valid North Carolina driver's license.

Required Knowledge, Skills, and Abilities:

Knowledge of:

- Current computer applications and software for CMBC office and all media.
- Major social media channels.

Skilled in:

- Utilizing a variety of computer software, hardware, and current media and emerging technologies.

Ability to:

- Maintain a courteous, Christian-like attitude in dealing with CMBC membership and the public.
- Communicate orally and in written forms.
- Produce written documents using standard grammar.
- Work cooperatively with others.
- Handle a variety of tasks and responsibilities in a professional manner.

Physical Demands:

While performing the duties of the position, the employee is frequently required to stand, walk, sit, reach with hands and arms, stoop, kneel, crouch, or crawl.