



## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>PA TO THE SENIOR PASTOR</b>
<b>Responsible to:</b>	<b>SENIOR PASTOR</b>
<b>Workplace:</b>	<b>Purley Baptist Church, Banstead Road, Purley CR8 3EA</b>
<b>Contract:</b>	<b>Permanent part-time 24 hours per week</b>
<b>Salary:</b>	<b>£22,000 to £25,000 FTE depending on experience</b>

### **OBJECTIVE**

The Pastor's Personal Assistant will serve by aiding the pastor in the carrying out of his leadership and pastoral duties. She/he will seek to use her/his personal gifts and technical skills for the benefit of the church by contributing to the Pastor's effectiveness and efficiency. In addition, the PA will coordinate various other important ministry functions

### **Support the Senior Minister**

- Manage the Senior Pastor's emails, calls and correspondence
- Arrange the Senior Pastor's calendar, appointments and meetings (both in-person and virtual) including booking rooms, ensuring IT and refreshments etc are available
- Organise the Senior Pastor's Documents for appointments and meetings
- Deal with requests for references, citizenship and passport applications
- Make logistical arrangements where necessary (travel arrangements etc)
- Providing basic pastoral care on the Senior Pastor's behalf (phoning people, arranging for flowers to be sent, sending cards)
- Ensure the Senior Pastor has all necessary paperwork for weddings and funerals
- Take on duties and projects as required by the Senior Pastor
- Provide first-line pastoral support for church members/staff/volunteers as necessary

- Be present at Senior Minister's request, when meeting with bereaved families, and vulnerable people

### **Special Services: Weddings, Thanksgiving Services, Funerals, Dedications**

- Liaise with all involved to provide administrative and organisational support to plan events

### **Church Meetings (X 5 Per Annum)**

- Administer the Church Meetings, working together with the Church Secretary, Membership Secretary and Leadership Team
- Maintain the Church Meeting minutes

### **Membership Records**

- Maintain the church membership and visitors records in the church database
- Update records on death of church member

### **CAMEO**

- Support the Ministry Coordinator for the Retired by compiling the programme for each term (approx 14 meetings per term), booking speakers, and creating the termly leaflet/flyer

### **Friday Prayer Group:**

- Manage "Praying through the Church Membership" in weekly groups of six and Prayer for Missionaries

### **Newcomers:**

- Assist the ministers in the integration of newcomers to the church by organizing Newcomers Lunches, incl arranging and working with hosts, maintaining invitation lists, updating the database and providing flyers and literature for the guests

### **Life Group Registers:**

- Maintain/update information for each Life Group and its members

## **PERSON SPECIFICATION**

The appointee will need to have the following qualities:

- Organised - be able to plan the pastor's calendar, deal with clashes
- Sensitive yet firm – able to listen to people's issues and deal with as much as possible, but referring what is necessary to the Pastor.
- Wise - able to discern what can be handled by self or with assistance of other staff members, without the pastor's intervention
- Comfortable with technology, office equipment and social media

Requirements	Desirable	Essential
PBC is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment. Any offer of employment will be subject to the individual demonstrating the right to work in the UK, and completing satisfactory pre-employment checks, including two satisfactory and contactable employment references, and where appropriate, a satisfactory Enhanced DBS with Barred List Check or for non-UK residents, a satisfactory criminal record check or Certificate of Good Conduct		X
There is a Genuine Occupational Requirement under the Equality Act 2010 for the job holder to be a committed Christian		X
To adhere to the Statement of Belief of the Evangelical Alliance ( <a href="http://www.eauk.org/about-us/basis-of-faith">www.eauk.org/about-us/basis-of-faith</a> )		X
To be (or become) a committed member of PBC, regular in Sunday worship, and actively volunteering in the life of the church and its ministries		X
To take an active part in weekly staff meetings		X
<b>Skills, knowledge and experience</b>		
Exceptional accuracy and attention to detail		X
Ability to connect people and projects/events, and to find ways to improve systems and information flows	X	
Ability to proactively project manage from start to finish including researching an unfamiliar area	X	
Ability to manage someone else's diary, emails, correspondence and visitors		X
Experience of using shared data in an office environment	X	
Awareness of GDPR compliance	X	
Experience or training in GDPR compliance for a member organisation	X	
Ability to encourage a positive, collaborative and supportive working environment using excellent interpersonal skills and ability to relate well to people from all backgrounds		X
Flexible and adaptable e.g. able to offer reasonable cover to others if required	X	
Highly confidential and trustworthy		X
Proven ability to multi-task and to see jobs through to completion	X	
Well organised with excellent time management and scheduling skills	X	
Ability to take initiative and work with minimal supervision, remaining calm under pressure	X	
Ability to develop and contribute thoughtful and considered input into decisions and planning that enables innovation	X	
Fluent, clear and concise spoken and written English. Good numeracy skills		X
Proficiency using Microsoft Office 365, in particular Outlook, Word, Excel, PowerPoint, SharePoint, OneDrive, Teams	X	
Good self-awareness and emotional competence		X
Ability to briefly offer empathy and prayer for visitors to the church in the absence of pastoral staff		X
Understanding of the ethos, mission and organisation of the Baptist Union	X	

**Note:** This job description does not form part of the employee's contract of employment but is provided for guidance. The precise duties and responsibilities of any role may be expected to change over time. The employees will be consulted over any proposed changes to this job description before implementation.