



SELLWOOD Church Job Posting for PASTORAL ASSISTANT

Job Title: Pastoral Assistant

Job Summary: The role of the *Pastoral Assistant* is to support the functions of the church by coordinating church communication and executing delegated administrative tasks

Position Status: Full-Time, Salaried, At-Will, 2 Year Duration, Renewable

Salary: \$70,000

Benefits: HSA Healthcare/Retirement Program

Reports To: Lead Pastor

Candidate Profile:

- Is a man who meets the qualifications of a deacon, presented in 1 Timothy 3:8-13; aspiring to eldership. The ideal candidate will aspire to long term pastoral ministry in a Reformed Baptist Church, with a budding ability to disciple believers, to teach, and preach; and a willingness to be developed in these things.
- Affirms the Second London Confession with no or minimal exceptions
- Is a member of Sellwood Church in good standing, or willing and able to join Sellwood Church at or before employment. The *Pastoral Assistant* is expected to be an active member of the church, in consistent and regular attendance at weekly Sunday morning worship, weekly Sunday evening prayer, Wednesday night midweek home gathering, quarterly members' meetings, annual holiday services (Good Friday, Christmas Eve, Annual Caroling Outreach), and the annual church campout in August.
- Has a personable demeanor, enjoying interaction with the church and the community. The *Pastoral Assistant* will be the *de facto* community facing representative of the church in answering and replying to phone calls and emails.
- Is detail oriented with administrative experience and a proven ability for developing and maintaining organizational systems
- Has above average writing skills
- Has technological proficiency. This position requires work with Planning Center, Apple OS, Google Apps (drive, calendar, pages, sheets, forms, etc.), Squarespace, and other



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digital platforms. The *Church Office Administrator* must be willing to learn other software as needed.

- 2-year commitment

Specific Duties & Responsibilities:

The overall task of the *Office Administrator* is to support the ministry of the church through organization, communication, and preparation as directed by the Lead Pastor. The following list is an example of the specific duties & responsibilities, which will change in accordance with the needs of the church.

- Assisting the Lead Pastor in Pastoral Duties (approx 40%)
 - Regularly meeting with the lead pastor to pray for the church
 - Attending regular visitation, and doing them alone when called upon; depending on ability
 - Teaching and preaching when called upon for Sunday school, Sunday morning worship, Sunday evening prayer service; depending on ability
 - Leading a midweek home gathering
 - Meeting with members of the church for discipleship at lunch hours and at other times
 - Other pastoral duties as determined by the lead pastor
- Administrative Functions (approx 60%)
 - Function as the primary point of contact for the church, answering and returning phone calls and phone messages, and opening and organizing all incoming and outgoing mail
 - Schedule & communicate with ministry volunteers for Sunday ministry; this includes Sunday school, worship service, evening prayer, and children's ministries; in coordination with the lead pastor
 - Keep the calendar for the church, making sure quarterly meetings and annual events are adequately prepared for
 - Prepare the facility and print/collate materials for various meetings, trainings, and classes in the church building. This may involve organizing volunteer teams.



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- Function as the organizational point person for church activities, the church campout, outreach events, work days, funerals, weddings, trainings, classes and other events and be onsite for the duration of some of these classes and events
- Design, write, and oversee the all-church weekly email communication
- Organize weekly Sunday worship folders and Keynote slides
- Organize and maintain the church archives and digital file system
- Track various points of data such as members that have not attended for 2 weeks in a row, action items from Elders' meeting, etc. for Lead Pastor's weekly ministry report at staff meetings
- Coordinate the purchase of equipment and supply needs with deacons and ministry coordinators, maintaining an eye towards budgetary restrictions
- Oversee and manage the church website and the uploading and archiving of sermon audio and video
- Other administrative duties as determined by the lead pastor

Working Hours:

- Weekday Office Hours: Monday, 12PM to 5PM; Tuesday through Thursday, 9AM to 5PM; Friday 8am to 2PM
- Expectations for Sundays: In addition to being in attendance to Sunday School, 10AM Sunday morning worship, and Sunday evening prayer service as an exemplary member of the church, the *Pastoral Assistant* is expected to be at the church building at least 30 minutes before Sunday school, 30 minutes after the end of worship, as well as 30 minutes before and after the Sunday evening prayer meeting, to be available for administrative needs
- Non-regular Administrative Assistance: Non-regular pastoral and administrative assistance may include but is not limited to: visitations, onsite prep for and assistance with members' meetings, ministry trainings, classes, weddings, outreach events, and memorial services.
- Service Review and Preview 6:30pm to 7pm on Tuesdays. Taking the Minutes at Elders' Meetings first and third Tuesdays of every month from 7pm to 10pm.



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- As an exemplary member of the church, the *Pastoral Assistant* is expected to be given to the life of the church on Sundays, at quarterly members' meetings, at annual holiday services (Good Friday, Annual Caroling Outreach, Christmas Eve), and at the annual church campout, etc. All the members of the church are expected to serve the church during church events according to their knowledge, capabilities, and the church's needs. This includes members who hold employment with the church; though time with the church at these gatherings and events is not to be considered a part of their financially compensated employment.

Time Off:

- 4 weeks PTO (including 4 Sundays) as a combination of vacation and sick days. All vacation is to be scheduled in coordination with the Lead Pastor in consideration of the church calendar. The *Pastoral Assistant* is expected to train a volunteer or an interim administrator to serve with essential tasks in their absence and use working hours to have things in advance order (e.g. completing service folders in advance of absence).
- New years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day are always off if they fall on a non-Sunday regularly scheduled workday

Church Profile:

Sellwood Church is located in the Sellwood neighborhood of Portland, OR—a desirable residential community along the city's south waterfront. Known for its boutique shops and restaurants, the neighborhood has long been described as “a small town within Portland.” Sellwood Church has occupied its central location in the neighborhood since 1906.

With an average Sunday morning attendance of about 100, including children, the church consists of approximately 70 committed members who reside in Sellwood, nearby neighborhoods on both sides of the river, the farther east neighborhoods, and the south suburbs. The congregation reflects a broad range of ages, including a number of young families with over 20 children aged five and under, and another 20 children between the ages of 6 and 18.

The church identifies with the Reformed Baptist tradition and uses the Second London Baptist Confession (1677/1689) as its teaching standard. It emphasizes confessionally reformed theology, expositional preaching, meaningful church membership and discipline, and a culture of discipleship and evangelism. Worship services follow a more traditional liturgy with hymns, and the Lord's Supper is celebrated weekly.

Interested candidates should send a resume and cover letter to jeff@sellwoodchurch.org.