

Job Posting: Pastoral Administrator

The Pastoral Administrator works professionally with the Lead Pastor to direct and facilitate pastoral ministry and oversee the operations of the main office.



Position: Full Time Salary

Benefits: Eligible for health benefits after 3-months of employment; eligible for Retirement Plan following 6-month probationary period

Start Date: Fall 2022

Experience/Qualifications

- a) Regular attender of in-person services of RHPC for at least one year
- b) Church membership is not required however the candidate should meet or exceed the qualifications of church membership:
 - i. A clear indication of having been born again (John 3:5-8)
 - ii. Baptized in water by immersion (M 28:19)
 - iii. Living a consistent separated Christian life, in accordance with the teaching of the Word of God (Rom. 12:1-2)
 - iv. Faithful in church attendance (Heb 10:25)
 - v. Financially supporting the church with the Lord's tithes and our offerings (Hebrews 10:25, Malachi 3:10)
- c) Minimum Canadian Permanent Residency status
- d) Minimum College or University graduate (copy of diploma or degree requested)
- e) Minimum 2 years' experience in a previous administrative role
- f) Strong proficiency in written and verbal communications
- g) Excellent interpersonal skills, strong organizational skills, team-oriented, resourceful
- h) Computer skills in standard office software; social-media familiarity; web-design
- i) Maintains confidentiality and professional boundaries; integrity is above reproach
- j) Access to a reliable vehicle for ministry-related travel/errands
- k) Criminal Record Check and Police Vulnerable Sector Check (PVSC) required

Key Duties and Responsibilities

- a) Coordinates with the Lead Pastor, Pastoral Team, Board Team, and Ministry Leaders to advance efficient ministry operations
- b) Assists the Lead Pastor in Sunday ministry with regards to pulpit readiness, hosting special guests, promoting special events, funerals, weddings, and other ministries
- c) Cordially and professionally receives and responds to calls, emails, and walk-ins
- d) Maintains church database with accurate, current, and accessible information
- e) Oversees all digital and print communications such as website, social media, ministry schedules, bulletin boards, resources, forms, connection cards, etc.
- f) Coordinates various church events, conferences, fellowships, vision nights, prayer meetings, and business and ministry meetings
- g) Performs other tasks and responsibilities assigned by the Lead Pastor and Board

**Email a cover letter and resume to: William Sloos, Lead Pastor: wsloos@rhpc.ca
Only those selected for an interview will be contacted.**