

LIFEHOUSE CHURCH
Pastoral Team Assistant



Primary role: to work with administrative staff, oversee communications, and support the pastoral team, under the leadership and direction of the Lead Pastor.

ROLE:

- Pastoral Team Assistant

REQUIREMENTS:

- A strong consistent relationship with Christ
- Experience in an administrative staff role
- Experience in Planning Center, Church Center app and church structure/protocol
- Experience in social media/website design

RESPONSIBILITIES:

- Oversee Planning Center and the Church Center app
- Create graphics/videos for social media
- Operate social media and online presence
- Work with website team on upkeep and updates
- Oversee and facilitate building use (i.e. ministry use, rentals, upgrades, etc.)
- Be a support to LifeHouse pastoral staff

SPIRITUAL AND CHARACTER EXPECTATIONS:

- Born-again, Spirit-filled believer, leading a consistent Christian life
- Christ-like example to others in attitude and conduct
- Committed to personal wellness and personal spiritual development
- Exhibiting a stable and vibrant home life.
- Operating in line with LifeHouse's constitution and Plan to Protect policy

SKILLS AND SPECIFICS:

- Strong interpersonal skills
- Team player - unity is a top priority
- Planning and administrative skills
- Aptitude for working with social media

- Skilled in photography and video production
- Skilled in graphic design
- Qualified to lead, teach, and equip others in using Planning Center
- Trustworthy and able to maintain confidentiality
- Accountable to the Lead Pastor
- Participates in an annual staff evaluation

STAFF CORE VALUES:

- CHARACTER

We are called to live above reproach. As leaders our job is to have a strong, intimate relationship with Christ FIRST and lead second.

- CALLING

God calls us into a place of leadership. We don't want a warm body to fill a role; we want those who God has called to rise up and step into a calling.

- UNITY

As a church, part of our DNA is to be a family. Leaders set the tone for unity in their ministries. As leaders we are called to be people who value unity, celebrate others, and constantly create a family atmosphere.

- WORK ETHIC

As leaders, we strive to work hard and honour God with our time and focus. We strive toward being servant-hearted, intentional leaders who get things done.

- BALANCE

We are called to have a thriving relationship with Christ first and foremost followed by healthy family/relationships. We value staff that are able to consistently keep priorities in balance in life.

- FLEXIBILITY

Things happen, seasons shift, changes are healthy. As leaders we work to be flexible as things come. We adapt and refocus to achieve goals.