



GUILDFORD BAPTIST CHURCH

PA to the Pastoral Team **JOB DESCRIPTION**

Scope: Temporary Post - Maternity Leave Cover

Hours: 16 hours a week

Pay: £11,600 per annum

Reports to: Senior Pastor

Job Purpose

The primary purpose of this job is to provide effective administrative and technical support to the Senior Pastor Associate/Assistant Pastor(s) in carrying out their roles as pastoral leaders of the Church

Key Responsibilities (include, but not limited to)

- To provide effective administrative and technical support to the Senior Pastor Associate/Assistant Pastor(s) in carrying out their roles as pastoral leaders of the Church.
- Maintaining an electronic filing system of information in covering the various aspects of the Senior Pastor's work.
- Provide assistance to the Pastors in the preparation of teaching and preaching material, electronic and hard copy, both at GBC and outside speaking engagements.
- Arrange the termly service schedules, liaising with the Worship and PA Deacons and "All Age" contacts, distributing to various people as appropriate.
- Support the Pastors with their correspondence and communication, travel arrangements, written and electronic, both internally within Guildford Baptist Church and externally with other churches and organisations.
- Act as lead organiser for the Senior Pastor and Associate/Assistant Pastor(s) to arrange specific events e.g. Pastors' Retreats, Preachers' Breakfasts, Alpha etc., and where appropriate attend the events in support.
- Assist the Senior Pastor and Associate/Assistant Pastor(s) in arranging Weddings, Funerals and Dedications, preparing event plans, service sheets and liaising with external agencies e.g. Funeral Directors.

Person Specification

Essential

- A committed Member of Guildford Baptist Church or regular attender willing to become a member.
- Spiritual Gift of administrative excellence.
- Proficient in English, both verbal and written.
- Ability to maintain confidentiality.
- Supportive and committed team player.
- Strong interpersonal skills.
- Proven communication skills both written and verbal.
- Proficient in computer skills, especially MS Word, Excel & PowerPoint.
- Ability to be adaptable with a pro-active attitude to the work, anticipating issues with foresight.
- Ability to multi-task and give attention to detail.
- Willingness to work flexibly as required to suit workload and specific events.
- It is an Occupational Requirement for the post holder to be a practising Christian.

Desirable

- Knowledge/experience of ChurchSuite.
- Experience of Canva and Social Media.

Guildford Baptist Church staff values

- **Professional**
We seek to maintain the best possible standards in terms of working practice; punctuality, honesty, efficiency, transparency.
- **Personal**
We seek to bring the personal touch to our work, so that our professionalism is not cold or clinical, but warm and generous.
- **Prayerful**
We seek to bring our work to God in prayer, rather than simply sorting things out on our own.
- **Patient**
We seek to be forbearing of one another, recognising that in any team and in any church community there will be different styles of and personalities.
- **Passionate**
Above all, we seek to be passionate, wholehearted followers of Christ.

(This job description is current at the date of issue. As and when the work of the church develops or changes so the areas of responsibility may be subject to change, and the job description reviewed. Such changes would in the first instance be made in consultation with the post holder.)



PA to the Pastors INFORMATION ABOUT THE ROLE

Working Hours

- The role is for 16 hours/week, and an appropriate working pattern will need to be agreed with the applicant.
- As a significant part of the role is customer facing, the job is to be performed at Millmead.
- Flexibility will be required to suit the demands of the role which may include some evening and weekend working.
- Where working hours are required outside of the normal pattern then time off in lieu will be granted.

Holidays

- You will be entitled to five weeks' holiday with pay per annum (plus statutory public holidays).

Contract

- Temporary role to cover a period of maternity leave. Minimum of 6 months and likely to be 12 months.

Pension/Life Insurance

- In addition to your remuneration, we will contribute 8% of your pensionable salary towards a defined contribution pension scheme for you, subject to you making a 2% individual contribution.