



South Bay Community Church
47385 Warm Springs Boulevard
Fremont, CA 94539-7462

Phone: 510.490.9500 ♦ Fax: 510.490.2386
Email: sobcc@sobcc.org ♦ <http://www.sobcc.org>

An Evangelical Covenant Church



Assistant to the Lead Pastor Job Description

Description:

Reporting to the Lead Pastor, the Assistant to the Lead Pastor is one who is self-motivated, works well independently and under pressure, is detailed oriented, dependable, dedicated, and has high integrity in work ethics. The Assistant to the Lead Pastor is also one who is committed to growing in spiritual maturity and demonstrates an understanding of his or her role as a representative of the Kingdom of God.

Skills:

He or she is a highly skilled typist; computer literate; experienced in MS Outlook, Word, Excel, Power Point, Shelby; has good organization and time management skills; is able to follow written and oral instructions; independently coordinates church-wide campaigns and projects; is able to schedule appointments and meetings; has strong written and oral communications skills with the ability to compose letters; is capable of recruiting and supervising volunteers; is competent in telephone management; is highly skilled in handling sensitive matters; has strong interpersonal skills in working with people from all walks of life; can multi-task a minimum of five projects; has the ability to assume and complete tasks with little or no supervision; has the flexibility to work late or on weekends, if needed; has the ability to keep in confidence all matters pertaining to the church, its members, governing board, and staff.

Knowledge of South Bay Community Church organization, procedures, policies, practices, and operations must be acquired.



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Duties:

- Support the needs of the Lead Pastor
- Maintain Lead Pastor's Calendar & Appointment
- Ensure Sunday Service Preparation including:
 - Sunday Moderator Schedule
 - Sermon Schedule
 - Moderator's Script
 - Sunday Announcement Schedule
 - Bulletin Distribution
- Provide Tithes and Offering Support
- Manage First Time Visitor Communication
- Log Weekly Attendance and Giving
- Oversee Registration and Follow-up for Membership Classes
- Oversee New Member Process and Interview Schedule
- Manage New Member data in Computer Application Systems
- Oversee Baptism Communication and Process
- Oversee Member Send Off Process
- Manage "I Pray" Church Communication
- Manage Illness/Death of SBCC Family Members
- Manage Birthday/Anniversary Cards of SBCC Family Members
- Oversee Vision Casting Meeting Preparation and Minutes Recording
- Coordinate Mass Mailings with Office Staff Support
- Maintain Pertinent Files
- Provides General Office Support (Opening, Closing, Door and Phone Response)
- Recruit and Manage Volunteers
- Manage SOBCC@SOBCC.org information
- Serve as Staff Meeting Secretary
- Manage Preparations for Elder and Deacon Meetings
- Provide Administrative Support for Magnification and Mission/Evangelism Engines