

Job Posting: Pastoral Care Administrative Assistant

Job Responsibilities

The Pastoral Care Coordinator supports the Church by providing assistance to the Senior Associate Rector for Pastoral Care. He or she must be committed to the Mission and Core Values of St. Martin's Episcopal Church.

Working at St. Martin's is so much more than simply having a job! As part of St. Martin's family, employees not only receive a comprehensive benefits package that includes medical and dental insurance, generous time off, and fantastic retirement contributions; they also get to experience St. Martin's mission first-hand. Through their daily operations and by the power of the Holy Spirit, employees bring many people to know, love, and serve God as revealed through Jesus Christ; and transform them into spiritually renewed disciples of Jesus who know, love, and serve one another and the world.

Essential Functions

1. Acts as gatekeeper for Pastoral Care requests.
2. Receives and screens incoming pastoral calls, taking clear messages and returning calls when applicable.
3. Maintains daily hospital list for Clergy and staff. Provides updated list to Rector, Vice-Rector, Associate for Pastoral Care and Clergy assigned for particular visitations.
4. Provides and maintains weekly hospital clergy visitation schedule.
5. Provides monthly clergy emergency "On Call" schedule, including night beeper assignments and Saturday office coverage.
6. Manages beeper assignments on a daily basis for the priest on call.
7. Compiles and maintains weekly prayer lists for Wednesday Chapel Services and Sunday Worship Services. Compiles and maintains the Continuing Prayer List and Military Prayer List.
8. Maintains a log of daily, weekly, monthly and yearly homebound and assisted living visits and communion distributions while providing accurate parishioner updates.
9. Maintains a monthly and year-end log of baptisms, weddings, assisted living visits, communions, hospital visits and prayer requests for each Vestry meeting and Annual Report.
10. Works with appropriate committees, officers and leaders under the direct supervision of the Associate for Pastoral Care and Outreach and the Associate for Adult Christian Education and Prayer Ministries.
11. Administratively supports ministry groups (Blanket Ladies, Prayer Shawl Ministry, Daughters of the King, Docent Guild, Christmas/Easter Communion List, Retirement Community Ministry Sunday Services, and The Gathering/Alzheimer's). Coordinates speakers, prints materials, makes room reservations, coordinates AV needs and others. Coordinates with speakers for special functions, and arranges venue.
12. Sends monthly email reminder of events for the Daughters of the King, Retirement Community Ministry monthly schedule and other ministry groups.
13. Prepares information to be posted on the website for all ministries mentioned above.
14. Assists the Associate for Pastoral Care in providing support for our Pastoral Care volunteers.
15. Performs additional duties as assigned.

Skills and Qualifications

- Communicates effectively relating openly and comfortably with diverse groups of people.
- Acts with integrity and consistency modeling high standards of honesty and confidentiality.
- Detail-oriented individual with a gift for prioritizing effectively, and rapidly adapting to change under stressful circumstances.
- Brings empathy in times of stress and change, firm direction in times of uncertainty, and diplomacy in times of conflict.

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- Optimizes work processes while timely planning and aligning the needs of parishioners with services provided by the clergy, and continuously identifying improvement opportunities.
- Shows self-awareness using a combination of feedback and reflection to gain productive insight into personal strengths and weaknesses.
- Prefer candidates who identify as Christians.

Education and Experience

- Required experience includes graduation from high school or GED equivalent with specialized course work in general office practices such as typing, filing, accounting and bookkeeping. Additional eligibility qualifications include ten years of increasingly responsible related experience, or any equivalent combination of related education and experience.
- Advanced Microsoft Office skills and the ability to learn new software quickly are required.

Resumes may be emailed to recruiter@stmartinsepiscopal.org