

## **Administrative Assistant to the Senior Pastor/Church Administrator**

Gladys O. Shepard

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The purpose of my position is to facilitate the effective ministry of Ebenezer by serving in a spirit of Christ-likeness and in a spirit of teamwork and cooperation to help further the kingdom of Christ. This position serves as a point of contact as it relates to administrative and operational needs.

### **Some Duties and Responsibilities:**

- Screen and process phone calls as per pastor's instructions
- Open and process incoming mail
- Maintain church business files, warranties, software
- Prepare outgoing letters, memos, Bible Study, etc.
- Manage monthly and yearly calendar for senior pastor and the church
- Manage weekly appointment calendar for pastor
- Weekly meetings with the senior pastor for the purpose of schedule updates, upcoming tasks/projects, etc.
- Attend weekly staff meetings and give report
- Make travel and accommodation arrangements for pastor, visiting preachers, and other guests
- Assist in pastoral projects and business as required
- Secretary for the Corporation

### **2011 Goals:**

- Continue to do my job with integrity and honesty
- Practice better time management by planning in advance
- Be aware of new developments in my field and upgrade my skills, attend classes/workshops/seminars for growth and as required or requested
- Back up all current computer files
- Set aside time each week to have prayer with co-workers
- Establish a closer relationship with God (continue daily devotional and prayer time, commit to Wednesday night Bible Study and Sunday School)
- Re-evaluate my ministry involvement
- Contact absent church members
- Pray for this ministry and be supportive of the visions of the shepherd
- Pray for myself, my family, and others

### **2010 Accomplishments:**

- Attended 3-day Leadership/Staff Conference in Petersburg, VA
- Member of the International Association of Certified Church Administrators (working to become certified)
- Bi-Harvest Conference (taught class on administrative matters)
- Work hours change (8:30am -5:30pm M-F)

*Administrative Assistant to the Senior Pastor/Church Office Manager*  
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**Professional proposal:**

- Restructure office hours to accommodate work & school
- Office relocation (current office could be used for security, and workroom for employee/ministry copying, mailing, etc.)
- Consideration for 2 weeks paid vacation after 5 years

**Personal goal:**

- Commit to attending Power Breakfast, WGI, or Wednesday Night Bible Study for continued spiritual growth

27-Jul-07