



Job Description: High Point Church Pastoral Administrative Assistant

Department: Administrative Team

Location: High Point Church, Madison, WI

Job Title: Pastoral Administrative Assistant

Reports To: Associate Pastor

Classification: Full-Time Hourly Position

OVERVIEW

This staff member advances the ministry of High Point Church by supporting the Associate Pastor and the various ministries he oversees.

SPIRITUAL REQUIREMENTS

- Confesses Jesus Christ as Savior and Lord.
- Able to share with others a clear testimony of Christian faith.
- Has consistent discipline in their devotional life in worship, prayer, Bible study and reflection.
- Obeys the Scriptural directives for growth and development of an individual Christian life, demonstrating the fruit of the Spirit and attitudes and actions of "servant-leadership" as indicated in the life of Jesus and throughout Scripture.
- Embraces Scriptural standards for behavior and attitudes in both physical and digital spaces.
- Pursues a vibrant relationship with the triune God through engagement with Scripture, prayer and worship, both individually and in community.
- Develops self-leadership: growing in self-awareness, self-management, relational integrity, and healthy practices including rest.
- Agrees substantially with the Articles of Faith, Constitution and By-laws of High Point Church.

CHARACTER

- Relationally warm, respectful and helpful towards others, treating people courteously and diplomatically.
- Demonstrates the High Point Church staff values of honesty, respect, integrity, humility, loyalty, positive attitude/ solution focused and commitment to excellence.
- Has a deep sense of responsibility for and commitment to the High Point Church mission, vision and values.

EDUCATION AND EXPERIENCE

- Bachelor's degree preferred.
- Minimum 3-5 years of experience in an administrative assistant role or similar.
- Demonstrated communication, organizational and management skills.
- Background in Human Resources beneficial.

COMPETANCIES AND EXPECTATIONS

- Detail-oriented with strong writing and proofreading skills, handling work with accuracy.
- Competent in MS Office software, G-Suite and Church Community Builder (The HUB).
- Demonstrates an ability and commitment to work in a diverse team environment as well as the ability to take initiative and work independently.

- Ability to develop procedures for tasks, manage multiple projects, and work efficiently.
- Ability to prioritize tasks, work well under pressure and meet deadlines.
- Ability to create and operate within a budget.
- Able to handle information in a confidential and professional manner.
- Ability to graciously and effectively communicate both orally and in writing.
- Ability to organize events, workflow and details.
- Able to learn things quickly and self-teach.
- Takes initiative and is proactive.
- Ability to grasp a vision. Asks clarifying questions to get to the meaning and purpose of events, structures, systems, etc.
- Must be able to work respectfully and in harmony with fellow staff, volunteers and High Point Church members, attendees and new guests.
- Flexible schedule: Most work can be completed during normal business hours, but this position will require occasional meetings and events that fall on weekday evenings and weekends.
- Must be able to sit and stand for extended periods of time and be able to lift objects up to fifty pounds.

POSITION RESPONSIBILITIES AND DUTIES

- Provide administrative assistance to Associate Pastor
 - Organize email and related follow-ups
 - Calendar Management and scheduling
 - Provide administrative support for HPC events, including weddings, funerals, and conferences
 - Coordinate lay-led ministries that report to the Associate Pastor
 - Liaise with other HPC staff (e.g., Business Director, Worship Director, Connections Coordinator) to advance intra-office cooperation
 - Other tasks as assigned

RELATIONSHIPS

- Reports to Associate Pastor.
- Works alongside Church Business Director, Worship Director, Connections Coordinator, other Pastoral Assistants and all other ministry staff.