

POSITION DESCRIPTION

Administrative Assistant – Senior Adult Ministry

POSITION SUMMARY

The Administrative Assistant for Senior Adult Ministry provides vital administrative and ministry support to the Senior Adult Pastor and related pastoral care ministries. This person helps facilitate ministry to senior adults, homebound members, and families in times of bereavement by ensuring communication, organization, and compassionate support are carried out effectively. This role is essential in helping the Senior Adult Ministry serve church members with excellence, care, and the love of Christ.

POSITION QUALIFICATIONS

- A heart for serving others and supporting ministry efforts
- Strong organizational and administrative skills
- Knowledge of church office procedures and office management
- Proficiency in computer software and office technology
- Ability to maintain confidentiality and handle sensitive information with discretion
- Strong communication skills, both written and verbal
- Ability to manage multiple tasks efficiently and work well with staff and volunteers
- A cooperative spirit and willingness to support the ministry team as needed

REPORTING STRUCTURE

Immediate Supervisor: Senior Adult Pastor

Overall Supervisor: Executive Pastor

PRIMARY RESPONSIBILITIES

Responsibilities include, but are not limited to, the following:

- Provide administrative support for the Senior Adult Pastor in coordinating ministry programs, preparing correspondence, and updating ministry events on the church calendar and website.
- Serve as an administrative support resource for the Homebound, Bereavement, and Senior Adult ministry teams, helping ensure smooth communication and coordination.
- Assist in organizing meals and hospitality arrangements for bereavement families and Senior Adult ministry events.
- Maintain pastoral care records, bereavement contacts, and funeral attendance information to assist the Senior Adult Pastor and Pastoral Care Associate in effective ministry follow-up.
- Serve as scheduled backup for the church receptionist, providing welcoming and professional front desk coverage.
- Provide backup administrative support for other program ministries as needed.
- Participate in staff meetings and contribute to the overall ministry effectiveness of the church office.

- Design and produce engaging promotional materials for Senior Adult Ministry events and activities, utilizing desktop publishing and graphic design software (such as Canva or MS Publisher) to ensure high-quality, professional communications.
- Support other ministry-related tasks as assigned by the Senior Adult Pastor.

This position description is subject to periodic review and may be revised as needed in accordance with the current Lakewood Baptist Church Personnel Policy.