

Assistant to Senior Associate Pastor,
Coordinator for Adult Faith Formation
and Pastoral Care Volunteer Coordinator



VILLAGE CHURCH

Presbyterian (USA)

Village Church Mission Campus
6641 Mission Road
Prairie Village, KS 66208

Full-Time
Reports to: Senior Associate
Pastor; Pastor for Pastoral Care

To apply, send resume and/or
cover letter to [human-
resources@villagepres.org](mailto:human-resources@villagepres.org)

Job Purpose:

This position provides day-to-day administrative support for the Senior Associate Pastor and coordinates the Adult Faith Formation and Pastoral Care Volunteer Ministries of Village Church. For Adult Faith Formation, this staff member supports the mission and program goals for the Adult Faith Formation program and its subcommittees, classes and programs, through publicizing events and supporting activities and programs on a regular basis. For Pastoral Care, this staff member is primarily responsible for building relationships and providing leadership for various groups of volunteers in support of the pastoral care ministry of Village Church, in coordination with the Pastor for Pastoral Care.

Duties & Responsibilities:

Adult Faith Formation Coordinator

- Interact with Village Church members to assist with their Adult Faith Formation needs
- Cooperate with other Village Church staff members to help activities run more smoothly
- Be available to groups organized under the Adult Faith Formation program to ensure their programs and classes run well
- Schedule space and ensure adequate set up through regular interaction with Facilities Coordinator and custodial staff
- Support child care needs of participants in Adult Faith Formation activities
- Prepare Village U programs and catalog, communicate with participants and leaders and set up registration
- Act as liaison between Senior Associate Pastor and the various groups/staff that fall under their supervision

Pastoral Care & Counseling Volunteer Coordinator

- Provide leadership for organizing, equipping, scheduling and training Pastoral Care volunteers
- Collaborate with pastors to build and nurture networks of volunteers who make calls, send notes, deliver flowers, take home communion and more
- Imagine and implement efficient methods to connect Pastoral Care ministry with congregation
- Help department grow relational care networks and ministries
- Work with the Pastoral Care Coordinator and pastors to provide timely and efficient communication about pastoral care needs and programs

- Accurately maintain Fellowship One database software or equivalent
- Supervise and enhance department's outreach and input process, including maintaining Telecare lists

Administrative

- Support the Senior Associate Pastor's administrative needs
- Submit quality and pertinent material to the Communications department in a timely manner
- Update church database records
- Maintain Adult Faith Formation and Pastoral Care files
- Submit deposits and payment requests to Business office
- Create reports for various activities as requested
- Create booklets, flyers and publicity for a variety of events
- Assist with proofreading of documents
- Take minutes of pertinent committees (including Ministry Team and Program Team)

Service

- Welcome visitors to office in a cheerful and helpful manner, answer phone calls and emails
- Compassionate and sensitive to needs of numerous individuals and organizations
- Other leadership duties as apparent or assigned

Qualifications:

- Able to support the mission and ministry of Village Presbyterian Church, model church's values
- Knowledge of Presbyterian Church (USA) theological values regarding faith formation and pastoral care preferred
- Exceptional interpersonal skills, and excellent verbal and written communication skills
- Ability to build and maintain strong relationships with staff, committee members and volunteers
- Ability to maintain compassion and calm in the midst of complex circumstances, and to juggle numerous activities in a calm manner
- Thorough knowledge of Microsoft Office Suite and email; some knowledge of social media
- Education: High school degree, some college would be helpful, as well as clerical training
- Skills: Dealing with a variety of individuals, flexibility when completing tasks
- Experience: Five years of administrative experience in a busy office
- Ability to adhere to client confidentiality policies and procedures

Working Conditions and Physical Requirements:

- Ability to sit at a desk for a long period of time
- Regular on-site office hours

Direct Reports:

- None

How to Apply:

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AAP/EEO Statement:

Village Presbyterian Church is an equal opportunity employer. In accordance with anti-discrimination law, it is the purpose of this policy to effectuate these principles and mandates. Village prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, sex, religion in non-ordained positions, national origin, disability status, protected veteran status, or any other characteristic protected by law. Village conforms to the spirit as well as to the letter of all applicable laws and regulations.