

## **Church of the Nativity, Timonium Job Description**

**Title:** Personal Assistant to the Pastor, Fr. Michael White  
**Hours:** 40 hours per week, Sunday 8:00am - 1:00pm and 4:00pm - 7:00pm; Monday through Thursday or Friday, days and hours flexible dependent on the schedule of the Pastor.

**General Description:** To assist the Pastor in navigating his role of leading and feeding his congregation and his staff, to guard his time so that he can maximize his role, and to provide personal assistance to him as required.

### **Primary Responsibilities:**

- Assist with Pastor's day-to-day operations and help him navigate his day.
- Maintain Pastor's calendar and daily schedule, and have a complete understanding of his obligations for each day.
- Assist Pastor in personal errands as needed.
- Conserve Pastor's time by handling all communications, (written or otherwise, incoming and outgoing) as directed by the pastor.
- Manage all of Pastor's social media accounts and blog including but not limited to organizing, archiving and posting as directed.
- Commission work on Pastor's behalf, as directed.
- Represent Pastor when needed with staff and parishioners.
- Handle any administrative or personal tasks assigned by the Pastor.
- Welcome guests and church members by greeting them, in person or on the telephone; answering and directing inquiries.
- Maintain confidence and protect operations by keeping information confidential.
- Prepare reports by collecting and analyzing information.
- Maintain professional and technical knowledge by reviewing publications, establishing personal networks, and participating in Archdiocesan meetings as needed.
- Research materials as needed for publications, messages, and programming.
- Coordinate liturgical planning and arrangements when need
- Travel with Pastor as needed/Drive
- Other duties as assigned by Pastor

### **Qualifications:**

**Education:** Bachelor's Degree preferred, any background in theology helpful, previous work experience will also be considered

**Competencies:**

Able to maintain complete confidentiality

Able to build professional relationships

Communicates effectively

Develops a strategic focus

Delivers results

Is able to adapt to our standards:

*Simple, Adaptable, Excellent, Committed, Growth Oriented*

Growing as a disciple of Jesus Christ in the Roman Catholic Church

**Examples of other duties as assigned:**

Helping to host/lead our Vantage Point Program (RCIA)

Serving on the "Message Oval" where the message series are developed

Writing the "Worship Fully" daily devotional for certain series

Assisting in Sacramental Prep workshops with kids and student staff

Assist in student ministry, offering messages in student programs from time to time

Serving as staff liaison to Archdiocesan Events and meetings as needed, serving as parish liaison for the Maryland Catholic Conference

Maryland Catholic Conference parish representative