PASTORAL ASSISTANT

Position Description / Our Father Lutheran Church (October 2026)

OUR MISSION

Helping ordinary people know and share extraordinary life in Christ.

POSITION PRIMARY PURPOSE

The Pastoral Assistant provides comprehensive administrative and operational support to the Lead Pastor, Executive Pastor, and Director of Missional Living, as well as to the broader ministries of Our Father Lutheran Church. This role serves as the primary connection between pastoral leadership and the congregation, managing pastor-member communications, schedules, events, and coordination of the member care. The ideal candidate will be organized, proactive, detail-oriented, and able to work independently while handling multiple priorities with discretion and a servant-minded attitude.

DUTIES AND RESPONSIBILITIES

Pastoral Support

Serve as primary point of contact between pastors and congregation.
Manage pastoral calendars and schedule appointments, visits, and meetings.
Manage pastor-member communications, answer phones, monitor and respond to emails as needed.
Communicate with families to schedule baptisms, funerals and weddings.
Provide administrative support for meetings, correspondence, and pastoral communications.
Transcribe sermons and review/edit documents.

Congregational Care

Coordinate pastoral visits to hospitalized and homebound members.
Maintain member care records, tracking health issues and hospitalizations.
Track prayer chain notices and prepare prayer lists for weekend worship.
Support Care ministries with administrative tasks as needed.

Ministry Support

Provide administrative support for Ministry Team meetings.
Update congregational database with member and visitor information.
Support mission trip planning and communications.
Participate in other ministry assignments as mutually agreed.

CANDIDATE PROFILE

Education & Experience

High school diploma minimum; some college education preferred.
3–5 years of senior-level administrative assistant experience (desirable).
Strong writing and verbal communication skills.
Strong decision-making ability and attention to detail.

Effective time-management skills.
Working knowledge of standard office equipment (copiers, phones).
Strong proficiency in Microsoft Office, PowerPoint, Outlook, Excel, database systems, and internet use.

Skills & Personal Traits

Efficient, caring, and discerning telephone skills.
Maintains confidentiality and trust in all situations.
Hospitable, tactful, and diplomatic demeanor.
Helpful, cheerful, and caring servant attitude.
Punctual, dependable, well-organized, flexible, and adaptable.
Ability to prioritize and multitask in a fast-paced environment.
Proactive, resourceful, and efficient, with high professionalism.
Committed Christian, actively involved in church and familiar with the Lutheran Church – Missouri Synod.
Heart for the vision and ministry of Our Father.

ORGANIZATIONAL REPORTING & RELATIONSHIPS

This role reports to the Executive Pastor.
Works collaboratively with: Lead Pastor, Executive Pastor, Director of Missional Living, Care Pastor, and all church staff and ministry teams.

COMMITMENT, COMPENS ATION AND BENEFITS

The starting compensation ranges between $23/hour and $27/hour, depending on qualifications and experience.
Hours: Up to 30 hours per week.
This position is eligible for retirement and disability benefits.
Paid Personal Time Off (PTO) is available for this position.
Physical Requirements: Ability to lift up to 40lbs and carry for distances up to 15 feet.
Location: This position is an in-office role.

CONDITIONS OF EMPLOYMENT

Employment is subject to the policies outlined in the Our Father Lutheran Church (OFLC) Personnel Handbook, a copy of which will be furnished, along with a satisfactorily completed background screening. Further, you agree to abide by OFLCs Statement of Faith and will continue to do so while under the employ of OFLC. You also acknowledge that your employment is on an at-will basis, meaning that your employment may be terminated at any time for any reason and at the church's sole discretion.

NEXT STEPS

Please send a resume to: Nate Peregoy, Executive Pastor at nperegoy@oflc.net.