

HOUSTON'S FIRST BAPTIST CHURCH

Position Assignment:

Proposed Job Title: Pastoral Care Administrative Assistant **Department:** Pastoral Care

Recruited By: Minister of Pastoral Care **Reports To:** Minister of Pastoral Care

Location: Loop **Status:** Full Time Non-Exempt

Proposed Employment Category: IV

Summary of Position: The Administrative Assistant provides essential administrative support to the Pastoral Care and Support Ministries of the church. This role serves as a key point of contact for anyone seeking care, ensuring they are connected to appropriate ministries and resources. Responsibilities include assisting with Pastoral Care events, managing communications and mailings, supporting volunteers, assisting with financial processes, and maintaining supplies for various care-related programs. With a heart for service and strong organizational skills, the Administrative Assistant will help facilitate compassionate, Christ-centered care for individuals and families across all life stages.

Purpose: To provide administrative and relational support to the ministries under the Pastoral Care umbrella, helping connect individuals to resources and ensuring smooth coordination of pastoral care, events, and communications.

Duties and Responsibilities:

- Field daily calls, helping and connecting anyone to HFBC ministries for spiritual, mental, emotional, and physical support.
- Serve as the welcoming point of contact for the Pastoral Care office, greeting guests, answering phones, and scheduling appointments for the Minister of Pastoral Care (MOPC).
- Assist the Minister of Pastoral Care with administrative ministry-related tasks.
- Assist with coordinating room reservations and food arrangements for ministry meetings.
- Support ministry events with room setup, preparing materials, and serving as the PathMaker point of contact.
- Maintain and manage mailing lists for ministry materials.
- Prepare and mail monthly postcards, reminder notes, and care partner communications.
- Coordinate the Flower Order Ministry: accept internal requests, place orders, and reconcile accounts.
- Fill out and track Sympathy and Birth notices for sermon notes.
- Maintain inventory and restock supplies.
- Assist Ministry Assistants as approved by the Minister of Pastoral Care.
- Support special projects and ministry initiatives across departments.
- Complete any other responsibilities as assigned by leadership.

This job description is not all-inclusive and can be modified verbally and in writing by the position supervisor.

Skills Requirements: Select all that apply

- Language skills
- Math skills
- Reasoning ability
- PC skills: Windows
- MS Office
- MS Outlook
- MS Excel
- Administration
- Service to others
- Teacher/Leader
- Good Communication skills
- Team builder
- Self-disciplined
- Servant leader
- Decision maker
- Strong work ethic
- Empathy for ministry partners
- Attention to detail

Education and/or Experience: Select all that apply

- College graduate preferred
- Administrative Experience
- Personnel Management
- Church Staff experience preferred
- Other: [Click here to enter text.](#)

Organizational Relationships: Reports to the Minister of Pastoral Care

Working Conditions: Select all that apply

- 40-hour work week
- Additional hours as needed
- Occasional off campus activities
- Continuing Education
- Specialized training
- Occasional travel
- Other: Occasional local travel for ministry errands, occasional lifting (less than 40lbs)

Prepared By: Richard R. Ponce II

Title: Minister of Pastoral Care

Date Prepared or Revised: January 5, 2026

Signature of preparer: _____

I have read and received a copy of my job description. I understand this document overrides anything I have understood in the past. I further understand that I am expected to work according to this job description. If I have questions concerning the work and what is expected of me, I will speak to my direct supervisor.

Employee Signature

Date

Print Name