

Bayside Community Church is located in the Willow Glen neighborhood of San Jose, Ca beside Willow Glen High School. The fabric of our church is expressed by our two commonly used statements:

Bayside: Many Cultures. One Savior.
Love God. Love People. No Limits.

The four values of our church are:

Unapologetic Preaching - Proclaiming the authority of God's Word without apology (2 Timothy 4:2). We mean expositional and applicational preaching. The message of the sermon should be found in the biblical text and should challenge people specifically.

Unashamed Adoration - Lifting high the name of Jesus in worship (John 4:24). We mean vertical worship. Every facet of the worship service lifts high the glory and majesty of Jesus Christ.

Unceasing Prayer - Believing firmly in the power of prayer (Ephesians 6:18). We mean a culture of dependence on God. We believe that fervent, faith-filled, persistent prayer is to be prioritized in every ministry environment of our church.

Unafraid Witness - Sharing the good news of Jesus with boldness. (Ephesians 6:19-20). We mean both corporately and personally, we want to take risks to fulfill the Great Commission. This happens through personal sharing of faith and also by planting church-planting churches.

The process: Through mentoring, small group involvement, and corporate worship we want to lead followers of Christ through the process of Worship Christ, Walk with Christ, Work for Christ, Witness for Christ.

In 2018 the elders set in place a renewed vision and strategy for evangelism and growth. The first step in this process was a complete evaluation of our church leadership, ministries, and strategies by an outside consulting group. The next step is the strategic hiring of an admin person, followed by a worship/youth pastor, and then a children's ministry person.

While job descriptions seek to lay out the duties and expectations of a position, we want you to know each position allows for creativity and involvement. One of our key desires for those who serve at Bayside is that they would be growing in their faith and successful in their spiritual life, family life, and relationships. Who you are speaks louder than what you do.

You are loved,
Pastor Mike

Title:	<i>Administrative Assistant</i>
Classification:	<i>Support Staff</i>
Reports to:	<i>Lead Pastor</i>
Hours:	<i>Part-time position</i>
Compensation:	<i>Consistent with established policies</i>
Benefits:	
Vacation:	<i>Consistent with established policies</i>

SUMMARY

The primary function of the support staff is to free the pastors and ministry directors to attend to the work of the ministry while entrusting the various organizational details of their ministries to those gifted in those areas. All support staff must fully support the purpose and pillars of Bayside and wholeheartedly embrace the vision and values of Bayside as established by the elders and executed by the staff team.

The administrative assistant will be strongly committed to excellence and the success of Bayside. The expectation is for strong organizational skills and gifting, an ability to keep on top of many different projects and an attitude of helpfulness.

This position demands a visionary and sharing attitude. While the listed primary responsibilities fall under the job description of the administrative admin, approved volunteers may be trained and supervised to do any or all of the following responsibilities.

OPPORTUNITIES/BENEFITS

1. Flexible work schedule.
2. Limited Flexibility to work offsite from time to time.
3. Opportunity to employ one's creativity and ingenuity.
4. Enables an individual to bless others.

PRIMARY RESPONSIBILITIES

1. Create weekly bulletin. Gather input from various sources (calendar, staff, ministry schedules). Arrange for printing and folding of bulletins by volunteers.
2. Create and distribute weekly eNews and prayer emails.
3. Maintain website and church calendar on website.
4. Maintain email database for newsletters. Create and distribute sundry newsletters (men's and women's ministry)
5. Administer and maintain staff email accounts.
6. Administer and maintain domain information.
7. Maintain various social media information (ex. Twitter, FaceBook).
8. Provide coverage for reception desk.
9. Oversee photography needs for church. Includes managing pool of volunteer resources for photography (capture pictures of special events, guest speakers, new attendees) and archiving. Upload pictures of attendees into Power Church..
10. Act as resident technical support. Provide training as required. Investigate and solve technology issues with various software programs/providers. Act as liaison with external technical support and printers.
11. Photocopy assigned reports and annual statements.
12. Print and distribute children's ministry lessons and take home papers when asked.
13. Prepare monthly birthday/anniversary list.

14. Maintain relationships with elders/pastors/congregation and help cast vision when needed. Direct church and community needs to the appropriate pastor/elder/ministry leader.
15. When a need is brought up, (via email, conversation, etc.) bring it to the attention of church leadership.
16. Creative Communications: post sermon notes for congregation through email/website (possibly make a list of small group questions for discussion).
17. Help with Preaching Calendar: be part of sermon and series planning team that assists the lead pastor in setting out a range of topics and themes for each preaching year (September through August).

SUNDRY RESPONSIBILITIES

1. Share responsibility for petty cash.
2. Make sure that building is neat and tidy and report any cleaning issues to the custodial staff or the elders.
3. Help lead pastor where needed.

Character

1. Should be growing in the fruit of the Spirit (Galatians 5:22-23).
2. Spiritually maturing: a growing knowledge of the Word, a deepening prayer life, a passionate worshiper and actively and boldly sharing of faith when opportunities arise.
3. Should have a servant's heart.

Competency

1. Strong organizational skills. Formal training an asset but not required. Must have adequate keyboarding skills and advanced knowledge of a variety of computer programs.
2. Must be a team player.

Chemistry

1. Committed to the local church and active in building community (Acts 2:42-47).
2. Must demonstrate an understanding of this role within the ministry of Bayside.