

JOB TITLE: Assistant to Executive Pastor

CLASSIFICATION: Full Time-Exempt

DEPARTMENT: Executive Area

REPORTS TO: Executive Pastor

EFFECTIVE DATE: January 2024

OUR VISION

We are here to communicate a message of hope and to remove barriers that prevent people from fulfilling their God-given destiny. We actively pursue becoming an added-value, multiracial church that influences the community through the good news of Jesus Christ.

JOB DESCRIPTION

The Assistant to the Executive Pastor is a servant leader who will work under the direct supervision of the Executive Pastor and in harmony with other staff members and ministry team leaders in fulfilling the purpose and vision of the church to “Connect people with God and others!” This critical role is responsible for providing executive level administration. To succeed in the position, the Assistant will be organized, have excellent administrative and communication skills, and outstanding interpersonal relationship skills that will cultivate a healthy ministry environment.

****This position is security sensitive that requires extreme confidentiality.***

DUTIES AND RESPONSIBILITIES:

- Loyal and discreet confidante; advocates on behalf of the Executive Pastor
- Coordinate and set up agenda for staff meetings
- Acts as counting team member and backup Accounts Receivables
- Required to maintain a high level of confidentiality for highly sensitive information
- Maintains executive schedule and performs administrative duties
- Provides some administrative oversight to employees who work directly for Executive Pastor to include assigning and following up on tasks, ADP timecard review/approval and leave approvals
- Handles communication between teams and Executive Pastor
- Attends and participates in executive-level meetings including recording minutes
- Assists with meeting preparations
 - Produces documents, handouts, reports, meals, or other needs as assigned
- Makes appointments for the Executive Pastor and redirects individuals to other staff members that can appropriately handle issues/appointments
- Serves as gatekeeper ensuring people are served in a friendly manner
- Acts as the Event Coordinator for Chosen and Girls Night Out including planning, communication, budgeting and event execution

DUTIES AND RESPONSIBILITIES (CONT):

- Be present on Sundays and special events to help the Pastor with ministry needs
- Verifies, reviews and approves purchase orders in Microix on behalf of the Executive Pastor
 - Monitor and reconcile expenses to include input and processing of receipts directly related to the Pastor's budget
- Familiar with Planning Center and able to pull any requested reports
- Assists with Staff Decorator

QUALIFICATIONS:

- Must have a strong personal faith in Jesus Christ
- Possession of a Bachelor's Degree in Business or related field is recommended
- Three (3) to Five (5) years' experience in office administration and support of a key executives
- Database and computer software systems experience
- Work experience in a church or non-profit preferred
- Requires flexibility for occasional evening and weekend responsibilities

COMPETENCIES:

- Can prioritize tasks and manage own time
- Maintains confidentiality and meets own commitments
- Able to communicate using concise, clear, appropriate language
- Pays close attention to detail, accuracy and completeness
- Adapts to changes while remaining focused on goals
- Comfortable juggling multiple projects and priorities
- Applies logic to solve problems and get the job done

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Regularly required to sit; use hands to finger, handle, or feel and talk or hear
- Frequently required to stand; walk and stoop, kneel, or crouch
- Occasionally ascend and descend staircases
- Able to extend hands and arms to complete assigned tasks
- Must be able to remain stationary (sitting/standing) position for extended period of time
- Must be able to push or pull objects and carts when needed
- Must be able to move objects horizontally, from position-to-position
- Regularly lift and /or move up to 10 lbs. and occasionally lift and/or move up to 25 lbs.
- Exert up to 30 lbs. of force occasionally, up to 20 lbs. of force frequently, and up to 10 lbs. of force constantly to move objects

PHYSICAL DEMANDS AND WORK ENVIRONMENT (CONT):

- Ability to receive detailed information through oral communication, and to make the discriminations in sound
- Repeat movements and motions of the wrists, hands, and fingers
- Required to have close visual acuity to perform an activity such as, but not limited to:
 - Viewing a computer screen and reading written documents
 - Determining accuracy, neatness, and thoroughness of the work assigned

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SIGNATURES

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

This job description has been approved by all levels of management:

Employee _____ Date _____

Oversight _____ Date _____

HR _____ Date _____