

# Executive Assistant – Office of the Senior Pastor

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**Team:** Executive Leadership Team

**Supervisor:** Senior Pastor

**Direct Reports:** None

**Status:** Full Time (40 hours) – Non-exempt. Hours include some nights and weekends.

## Position Summary:

Connecting the world with God and one another by providing legendary service and administrative support for the office of the Senior Pastor and those served by the ministry.

## Individual Responsibilities:

- Administrative Tasks for Senior Pastor Office:
  - Scheduling & Calendar Management
  - Assist in booking travel for conferences and speaking engagements
  - Administrative support for day-to-day operations of the office of the senior pastor (events support, email, expense reports, etc.)
  - Preaching calendar & sermon prep planning
  - Assist other senior leaders with administrative support (scheduling, ordering, etc.)
- Project Management:
  - Co-manages team workspaces and documentation.
  - Administrates key project timelines and budgets.
  - Coordinate wedding process for Senior Pastor's weddings
  - Support Bridge Builder program
  - Assist in doctoral program projects
- Event and Meeting Support:
  - Administrative coordinator for Governing Board Elder meetings and annual retreat.
  - Provides additional support to churchwide and staff-wide events as needed.
  - Assist in Staff Huddle coordination

## Position requirements:

- Strong interpersonal skills, able to interact in a positive, courteous, and professional manner.
- Excellent planning, organizational, follow-up, and administrative skills.
- Teachable spirit with an eager readiness to serve.
- Firm commitment to confidentiality. (*Confidentiality statement signed annually*)
- Bachelor's Degree preferred.
- 2 years of experience in an administrative position preferred.

## Time requirements:

- Schedule varies.
- Requires flexibility and availability to take calls before/after normal office hours.



## STRATEGIC FRAMEWORK

**Vision/Purpose:** Connecting the world with God and one another.

### MINISTRY VALUES

1. Bringing glory to God and reaching people for Jesus Christ drives everything we do
2. All of our ministries are to be Biblically sound, culturally relevant, and supported with prayer
3. God's Word is truth and we trust it above anything else to make a lasting impact on those we touch
4. Individual and corporate worship is critical to our spiritual health and relationship with God
5. Our fellowship is focused on shepherding and caring for one another
6. Our evangelism is driven by a sincere burden for all people and is worldwide in its impact
7. Our ministry is done with excellence and sense of urgency because it honors God and inspires people
8. We will never lose sight of our vision

### MINISTRY PHILOSOPHY

<b>Simple Purpose, Simple Church</b>	Our purpose is simple: Connecting the World with God and One Another. Our church structure, programming and ministries will follow our simple discipleship process. All we do will be understandable and easily accessible. We will strive to have a minimum amount of bureaucracy.
<b>Strategic and Effective</b>	We minister with a sense of urgency; the stakes are heaven and hell for the people we serve. Everything we do will be strategically planned, focused on the vision and measured for outcomes. Our measure of "success" will be conversions, baptisms, spiritual growth and maturity, and the completion of the Great Commission.
<b>Felt Needs First, Prescribed Needs Second</b>	We will seek to meet people's felt needs first, then move people to the "prescribed" needs outlined in the Bible.
<b>Come and See – Go and Be</b>	We will partner with the congregation in doing Kingdom work. The staff's role will be to provide a clear vision and effective programming. The congregation's role will be to invite people to come and experience what God is doing through Alliance Church and eventually engage in the discipleship process. We also encourage ministries and individuals to "go and be" the reality of Jesus Christ by sharing Christ's love through personal evangelism, community service, and world missions.
<b>Healthy Relationships</b>	We work together as a team. We keep short accounts, will not let conflict simmer, and have a never-ending focus on the vision. We will maintain a broad view and will not tolerate turf wars or personal kingdom-building.
<b>Servant Leadership</b>	We have a towel over our arm at all times. We have a positive attitude of joyful, humble service towards each other and the people we serve in and outside of our church.
<b>Stronger Together</b>	We will be a ministry that strategically and intentionally integrates ministries so they link together to produce healthy disciples of Christ that can advance the Kingdom as one.
<b>Complementarian</b>	Men and women equally share in the blessings of salvation; nevertheless, based on Scripture, some governing and teaching roles within the church are restricted to men.
<b>Healthy Leadership</b>	We are healthy, high-capacity individuals. We maintain our spiritual, emotional, relational, mental, and physical health by keeping priorities straight. We live up to our

	commitments to others and live lives of integrity, at home, at church, and in the community.
<b>Equip Future Leaders</b>	We will train, equip, and empower young leaders in all ministries to remain relevant and effective, both for today, and for future generations.