

# EXECUTIVE ASSISTANT TO THE LEAD PASTOR

Reports to: Lead Pastor

Status: Part-time (averages about 20-25 hours per week), Non-exempt

Schedule: Weekday office hours (and very occasional evenings for ministry event)

Description: We are seeking a joyful Christ-follower to give high-level ministry support to our Lead Pastor. This person should have outstanding administrative and interpersonal skills and a deep heart for our ministry.

**ROLE:** The Executive Assistant to the Lead Pastor is...

- **DNA Carrier:** Completely embraces and contagiously communicates the Valley Church DNA. When you cut them, they bleed the mission, values, and strategy of our church.
- **Leader Cheerleader:** Encourager and champion of the lead pastor and his core leaders. Encourages other staff and volunteers constantly.
- **Culture Setter:** Sets the tone, mood and atmosphere for the entire staff through a consistently joyful, loving, thoughtful, and winsome attitude and service.
- **Pastoral Ambassador:** Faithfully and positively represents the lead pastor in all settings and with all people. Excels in tactfulness toward everyone. Gracious and unflappable in a busy and diverse environment. Understands both church and community audiences and people.
- **Task Dynamo:** Effectively and efficiently carries out a wide variety of administrative responsibilities. Stays focused on the primary responsibilities of the job. Able to juggle a variety of tasks in a fast-paced office.
- **Ministry Organizer:** Helps to organize the schedule, office, responsibilities, appointments, travel, and tasks necessary to help the lead pastor excel.
- **Communications Expert:** Outstanding in all forms of communication (social media, web, print, email, etc.) to both church and community audiences. Assists the lead pastor in communicating whatever message – small or large -- that he is seeking to deliver.
- **Solution Specialist:** Able to constructively identify problems and find solutions.

**NOT:** The Executive Assistant to the Lead Pastor is NOT the...

- **Associate Pastor** – Helps the pastor but does not perform pastoral work.
- **Church Receptionist** – Screens only calls to the lead pastor.

**PERSONALLY:** The Executive Assistant to the Lead Pastor is . . .

- **Humble learner:** can take direction and feedback well and has a great desire to learn.
- **Co-laborer:** Comes alongside the lead pastor (and core leaders) to help them achieve the mission-aligned goals of our church.
- **Seasoned:** knows and loves our church; no question on understanding our ministry philosophy and practices.
- **Conflict resolver:** able to work through interpersonal conflicts, ministry misalignment, or issues of sin. True peacemaker.
- **Healthy at home:** no concerns related to spiritual or emotional health issues within his or her family.
- **Time manager:** does not require external systems to prioritize; is intrinsically motivated.
- **Discreet and trustworthy:** Has unwavering loyalty to Christ, the lead pastor, and Valley Church. Understands sensitive situations and maintains complete confidentiality. Skilled with diplomatic endeavors.
- **Positive:** Always speaks with positive regard toward and about church leaders, staff, volunteers, attenders, and community members.
- **Flexible:** Understands the complexity of working with a variety of staff and perspectives, and collaboratively works with patience, flexibility, and grace. Able to quickly change direction as needed and consistently responds positively to busy, changing environments.
- **Person of integrity:** at the core, he or she makes solid decisions based on lifelong, biblical values.
- **Self-aware individual:** knows where he or she is weak; finds others to fill in those gaps. Emotionally intelligent and healthy.
- **Disciple:** fully devoted to following Jesus in everything he or she does.

**JOB:** The Executive Assistant to the Lead Pastor . . .

- **Supports the lead pastor.** By building a positive relationship with the lead pastor and other church staff, there is a true sense of them feeling supported, encouraged, and empowered toward faithfulness and fruitfulness in the mission of the church.
- **Serves through administration and organization.** Gathers information, prepares reports and documents, and researches topics. Schedules travel, appointments and meetings. Screens phone calls, emails, mail and guests; routes and resolves information requests. Coordinates space and office organization. Carries out special projects. Schedules, plans, (and occasionally hosts) small to medium size gatherings.
- **Is accessible:** Meets regularly with various staff as directed by the lead pastor.
- **Connects:** attends the all-staff meeting each week; meets with lead pastor on a daily basis; attends various church staff meetings as requested by the lead pastor.
- **Communicates:** keeps the lead pastor aware of the successes and struggles taking place by proactively and consistently sharing stories and reports.

**Relationships** of the Executive Assistant to the Lead Pastor include...

- **Serves:** the lead pastor and then other staff and members as directed.
- **Reports:** to the lead pastor
- **Supports:** the lead pastor and by extension other core leaders and the whole church
- **Leads:** self; and then any staff or members as directed

**Success** of the Executive Assistant to the Lead Pastor is defined by...

- **Positive environment:** there is joy, enthusiasm, peace, and hope in environments he or she leads and serves.
- **Administrative support to the lead pastor:** The lead pastor feels set up for success and impact in his work. There is a sense of order, peace, fulfillment, and accomplishment because organizational and administrative tasks are well taken care of.
- **Operational ease:** Assigned tasks and projects are finished in a timely and excellent manner while cultivating an enjoyable atmosphere.
- **Valuing people:** The lead pastor, the staff team, church attenders, and community people feel loved, respected, and honored in every interaction with the executive assistant and the office of the lead pastor.

- **Smile of God:** Ultimately, that our character and efforts bring glory and joy to our Father.