

# EXECUTIVE ASSISTANT TO THE EXECUTIVE PASTOR

Reports to: Executive Pastor

Status: Full-time (averages about 40 hours per week), Non-exempt

Schedule: Weekday office hours

Description: We are seeking a joyful Christ-follower to give high-level ministry support to our executive pastor. This person should have outstanding administrative and interpersonal skills and a deep heart for our ministry, as well as aptitude to learn most current software for recording contributions. A minimum of 2-4 years related on-the-job experience in accounting or any equivalent combination of education, training and experience that demonstrates the ability to perform the duties of the position is required for success in this role.

**ROLE:** The Executive Assistant to the Executive 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 executive pastor, lead pastor, and the 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 executive 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 executive pastor excel.
- **Communications Expert:** Outstanding in all forms of communication (social media, web, print, email, etc.) to both church and community audiences. Assists the executive pastor in communicating whatever message – small or large -- that he is seeking to deliver.

- **Solution Specialist:** Able to constructively identify problems and find solutions.
- **Donor relationship facilitator:** Develop and maintain positive and healthy relationship with donors (anyone who gives to the ministry of Valley Church) through recording the giving and representing Valley Church when someone contacts the church regarding giving.
- **Donor bookkeeper:** Using Fellowship 1 software and technology, record giving by donor, confirm the receipts counted by servant team, and make weekly deposit at the bank.

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

- **Associate Pastor** – Does not perform pastoral work, though does represent (as appropriate to the role) the executive pastor. Performs calendar scheduling, setup of logistics for some staff events, etc.
- **Office administrator** – Responsibilities are for Executive Pastor and as assigned by Executive Pastor only, not general office tasks.

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

- **Humble learner:** can take direction and feedback well and has a great desire to learn.
- **Co-laborer:** Comes alongside the executive 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 executive pastor, 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.
- **Confidentiality:** The role includes work in donors giving and pastoral ministry information, necessitating the utmost trust to maintain confidentiality.
- **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 Executive Pastor . . .

- **Supports the executive pastor.** By building a positive relationship with the executive 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 coordinates/documents weekly meeting agendas and minutes of meetings. Schedules travel, appointments and meetings. Screens phone calls, emails, mail and guests; routes and resolves information requests. Carries out special projects (primarily with staff functions).
- **Is accessible:** Meets regularly with various staff as directed by the executive pastor.
- **Connects:** attends the all-staff meeting each week; meets with executive pastor on daily basis; attends various church staff meetings as requested by the executive pastor.
- **Communicates:** keeps the executive pastor aware of the successes and struggles taking place by proactively and consistently sharing stories and reports.

**RELATIONSHIPS** of the Executive Assistant to the Executive Pastor include...

- **Serves:** the executive pastor and then other staff and members as directed.

- **Reports:** to the executive pastor
- **Supports:** the executive 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 Executive 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 executive pastor:** The executive 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 executive 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 executive pastor.
- **Smile of God:** Ultimately, that our character and efforts bring glory and joy to our Father.