

Christ Church Leadership Position Covenant

Title: Executive Assistant—Senior Leadership Team

Job Classification: Part-time, Exempt/28 hours per week

Reports to: Lead Pastor with a day-to-day working relationship with the Associate Pastors

Supervision: Volunteers

Job Summary: The position has primary responsibility for providing administrative support for the Senior Leadership Team including scheduling appointments, coordinating meeting requirements, preparing and mailing correspondence, handling emails, phone calls, messages and incoming mail, preparing reports, etc.

Core Responsibilities (with % of emphasis for each):

Administrative Responsibilities (55%)

- Process weekly Connection Cards—printed and online streaming.
- Prepare agendas and minutes for weekly Senior Leadership Team meetings.
- Proof and finalize monthly bulletin stories.
- Prepare materials for monthly Christ Church Council meetings.
- Submit background and driving record checks.
- Maintain mailing and phone logs.
- Regularly update staff documents (contact information list, phone extensions, in-office work schedules, organization chart).
- Maintain staff mailboxes.
- Provide support for all Charge Conferences.
- Maintain confidentiality—written, heard and observed.

Support for Pastors (45%)

- Maintain schedules, including coordinating meetings. Send text reminders, as needed. (Lead/Associates)
- Proof and finalize weekly sermon notes. (Lead/Associates)
- Proof and finalize weekly Community Update letters. (Lead/Associates)
- Prepare correspondence and mailings. (Lead)
- Maintain email. (Lead)
- Prepare daily mail. (Lead)
- Prepare certificates for baptisms, weddings and Confirmation.
- Screen phone calls and visitors. (Lead/Associates)
- Prepare class materials. (Associates)

Core Competencies

- **Effective Communicator**—Clearly and succinctly uses a variety of communication styles to make sure the message is delivered, received and understood.
- **Time Management**—Uses time wisely and can determine and concentrate on priorities.
- **Integrity and Trust**—Keeps confidences and can present the unvarnished truth in an appropriate and helpful manner.
- **Organizational Agility**—Knows how to get things done both through formal channels and the informal network.

Printed Name: _____

Signed Name: _____

Updated: _____