

## **Executive Assistant to the Senior Pastor**

### **Position Description**

**Position Title:** Executive Assistant to Senior Pastor  
**Classification:** Part-Time Clerical  
**FLSA Status:** Non-Exempt  
**Reports to:** Senior Pastor  
**Adopted:**  
**Revised:**

**Summary:** The Executive Assistant to the Senior Pastor provides high-level administrative and logistical support, managing the pastor's schedule, communications, and special projects. In addition, this position would provide administrative support for the implementation and management of Bible studies, discipleship training, leadership development, and other discipleship programs.

#### **Qualifications:**

1. Education: A high school education or equivalent.
2. Experience: Adequate experience as defined by the supervisor. Perform executive assistant duties including, but not limited to correspondence, filing, document creation, and editing.
3. Spiritual Commitment: A committed and growing follower of Jesus Christ who is in agreement with Tabernacle Baptist Church values and mission. A servant-hearted attitude and a desire to see the local church thrive.
4. Skills & Competencies: Strong organizational and communication skills. Competency in computer skills and various programs (Word, Excel, PowerPoint, Database Software, Google Workspace, etc...). Demonstrates an aptitude for collaborating with other staff and volunteers, self-disciplined pursuit for achieving goals, high sense of personal and professional achievement.
5. Personal Characteristics: A team player who works well with church staff, leadership, and volunteers. Flexible, friendly, energetic, and patient. Must comply with the background check requirements.

#### **Duties/Responsibilities**

1. Perform executive assistant duties assigned by the Senior Pastor to support committees and groups which include scheduling meetings, notifying members of meetings, securing meeting space, providing necessary technical and /or visual support, and other duties as assigned.

2. Complete purchase orders for Senior Pastor expenses and assist the Executive Director in monitoring Pastoral and Outreach Ministry budget accounts.
3. Keep Constant Contact email list synced with Realm software.
4. Proof and schedule pastor's weekly email article.
5. Prepare baptismal packets for each new baptized believer and mail.
6. Prepare the Family Dedication Certificate and place with the "Crowned in Promise" book.
7. Attend staff meetings.
8. Prepare Deacon Administrative Council, Deacons, and Church Ministry Council packets for monthly meetings.
9. Sort and distribute literature to Sunday School rooms each quarter.
10. Prepare the weekly Sunday School Announcement Sheet and place in Sunday School rooms.
11. Create mail version of the weekly Tidings newsletter for mailing and save the document in the archives.
12. Maintain office and ministry-related areas in a neat and organized manner.
13. Maintain confidentiality
14. In cooperation with other ministries and/or administrative assistants, perform general office duties as assigned (e.g., answer phones, make copies, prepare mailings, etc.).
15. Assist Minister of Pastoral Care with weekly correspondence for bereavement care and other duties as assigned.
16. Maintain all Discipleship calendars in coordination with the Operations Manager for facility usage.
17. Perform other duties pertaining to the mission of the church as assigned by the Senior Pastor, including when assistance is requested by other ministers/directors or the Office Manager.