



The Emmaus Community Job Description			
Position Title	Church Administrator/Executive Assistant		
Reports to	Lead Pastor		
Program/Department	Pastoral Support	Employment Classification	Exempt
Date Compiled	July 2017		

General Staff Expectations: Expectations include, but are not limited to the following:

- A mature personal relationship with Jesus Christ as Savior and Lord and a commitment to the nurturing of his/her spiritual journey.
 - Attendance at all TEC Leadership Meetings.
 - Demonstration of, and commitment to, personal integrity, Christian character and the TEC core passions.
 - Support of the TEC vision including: organizational priorities and pastoral initiatives.
 - Regular shepherding times with assigned team leaders, usually monthly or bi-monthly.
 - Maintenance of office hours, honoring established office arrival and departure times.
 - Prepared reports for regular and Team Times and Leadership Meetings.
 - Timely response to emails or voicemails, usually within 48 hours.
 - Collegial and respectful engagement of all leaders, congregants, elders and staff.
 - Meeting of established deadlines, including reporting, check requests, special projects, etc.
 - Provide stewardship over assigned budgets.
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Key Areas of Responsibility: Duties include, but are not limited to the following:

- Under the general supervision of the Lead Pastor, the Executive Assistant provides detail-oriented administrative/clerical support in executing the day-to-day operational activities of the Lead Pastor.
- Provides administrative support including filing, document creation, answering phones and making meeting arrangements for the Lead Pastor and Executive Minister.
- Reads correspondences and summarizes information to facilitate the Lead Pastor's review.
- Maintains and monitors the appointment and workload calendar for the Lead Pastor, reserving time to prepare for teaching and to respond to counseling, etc.
- Composes and types correspondences such as letters of response, greetings and reports on behalf of the Lead Pastor.
- Schedules outside engagements, follows up with contacts, negotiates honorarium when necessary and handles travel arrangements for the Lead Pastor.
- Creates and maintains the master calendar of events, update and maintain in the master database, and manage room/space reservations.
- Provides support for Leadership Meetings, including creation of monthly meeting calendar, taking and distribution of meeting minutes and maintaining the attendance roster.
- Coordinates all required disbursements with the Finance Team to ensure timely payment of all accounts payable for expense reimbursements, ministry leaders programming expenses, and

outside payments to vendors (prepare check requisitions, compile and submit all expense vouchers and bills).

- Provide support for Exploration (bible study) including providing food and creating and/or copying handout(s).
- Serve as Membership Services Team Leader, including coordinating data gathering efforts, reviewing for completion, follow-up efforts (telephone calls, etc.), and actual data entry.
- Confirm guest speakers or teachers and coordinates both their arrival and departure.
- Takes the initiative to complete projects with minimal supervision.
- Serves as the Office Manager and primary TEC Family and Friends liaison.
- Manage church calendar and general publications, including e-blasts.
- Set-up most regular and routine meetings.
- Assist serving team leaders with volunteer coordination.
- Maintains high level of confidentiality.

Attributes/Skills Required/Sought:

- Outstanding communication, written and interpersonal skills.
- Excellent organizational skills.
- Great integrity and a proven ability to operate as a team player.
- Able to quickly adjust and be flexible to meet the needs of the moment with a positive attitude.
- Ability to display sensitivity and responsiveness to the differences in cultural and religious experiences of others.

Experience/Education Required/Sought:

- High School education required; Associates Degree preferred.
- At least two years responsible administrative support experience.
- Experience and proficiency in use of Microsoft Office applications.
- Outstanding communication, written and interpersonal skills.
- Excellent organizational skills.
- Great integrity and a proven ability to operate as a team player.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform other job-related duties requested by any person authorized to give instructions or assignments.

An Equal Opportunity Employer

Employee Signature

Date