



Position: Executive Assistant to the Senior Pastor

General Overview

The Executive Assistant to the Senior Pastor serves as the executive, confidential, and trusted assistant to the Senior Pastor. This position provides high-level support to the Senior Pastor in a wide range of activities in the performance of his administrative and ministerial responsibilities, while interacting with staff, church members, and the community. The Executive Assistant must embrace the church's doctrinal position and mission without reservation and be an advocate for the Senior Pastor, ministerial staff, and Cartersville FBC in public and in private.

Ministry Purpose: Consistent with Romans 12:9-15 and Ephesians 4:11-12

Spiritual Responsibilities

- Seek to be a role model in attitude, speech, and actions in a consistent daily walk with Jesus Christ.
- Be always ready to pray with those who contact the church in need.
- Be prepared to provide Biblical/Ministry resources and assistance to those who inquire.

Essential Functions

A. Staff and manage the office of the Senior Pastor.

1. Staff the office hours of the Senior Pastor.
2. Warmly welcome and graciously serve all visitors to the Pastor's Office.
3. Protect the Senior Pastor's preaching preparation time.
4. Order, maintain, and distribute all administrative supplies

B. Receive, direct, and return telephone calls and emails to the Senior Pastor's Office.

1. Ensure all calls and emails are handled in a friendly and Christ-honoring way.
2. Reviews and prioritizes messages for the Senior Pastor.
3. Makes calls and return emails for the Senior Pastor, as directed.

C. Process all incoming mail, books, and literature to the Senior Pastor's Office.

1. Process incoming and outgoing mail.
2. Maintain literature subscriptions for Senior Pastor.
3. Maintain the Senior Pastor's library and library software.

D. Maintain Senior Pastor's Schedule and Calendar.

1. Make appointments for the Senior Pastor, while redirecting those appointments that can be appropriately handled by another staff member.
2. Enter calendar engagements onto the calendar at the Senior Pastor's request.
3. Handle travel plans and arrangements for ministry engagements.

E. Assist in research and maintain Senior Pastor's Files.

1. Assist the pastor at his request in research tasks.
2. File incoming/new material.
3. Maintain databases for Senior Pastor tracking ministry actions and results.

F. Perform administrative duties for the Senior Pastor and the church.

1. Aid in preparation for meetings and events



2. Record meeting minutes, when requested, and assist in ensuring meetings proceed in a Christ-like, professional, and timely manner.
3. Organize and process ministry expense items and mileage for the Senior Pastor.
4. Review and/or draft letters, emails, and other correspondence items as needed.
5. Support the Deacons with communications, Widows/Widowers Ministry, and other tasks.
6. Baptisms: scheduling, follow-up, records, notifications, coordinate with volunteers, forward pictures to candidates, and other details as needed.
7. Pastor led Bible Studies: organize, set-up/take-down each event, create materials, and other tasks as needed.
8. Organize visitation map locations/addresses, communicate with volunteers for visitation team, and other tasks as needed.
9. Order bereavement flowers for church members and staff.
10. Order staff and volunteer recognition gifts/flowers.

G. Assist the Senior Pastor with pastoral ministry.

1. Update Senior Pastor on deaths, hospitalizations, emergencies, or any other ministry need/opportunity.
2. Serve as a liaison for the Senior Pastor with staff and leaders to carry out executive functions on behalf of the Senior Pastor.
3. Assist in counseling by being present in the session or close by supervising and maintaining eyewitness at all times.
4. Track birthdays, anniversaries, and other significant dates in the life of church members for Senior Pastor.
5. Assist Senior Pastor with first time guests and members on Sundays or during events.
6. Assist Associate Pastor and Executive Assistant to the Associate Pastor with Discover First, New Member Dinner, Discipleship Classes, and other events as needed.

H. Support Receptionist

1. Answer incoming calls and direct calls to appropriate person or take a message.
 - Mondays 11:45am – 12:45pm and other days as needed.
2. Greet visitors to the church office and help with benevolence assistance applications as needed.
3. Event registration forms (Elexio).

Qualifications:

A. Spiritual Qualities and Personal Characteristics:

1. Born-again believer in Jesus Christ
2. Faithful member in good standing with a local Bible-believing church
3. Daily, vibrant walk with Jesus Christ through His Word and prayer
4. Evidence the fruit of the Spirit
5. Maintain confidentiality and trust in all situations
6. The gift of hospitality
7. Possess a helpful, cheerful, diplomatic, and caring servant attitude to all
8. Punctual, dependable, well-organized, and flexible
9. Ability to demonstrate discretion, integrity, and fair-mindedness
10. Team player



B. Education and Motivation:

1. High School Diploma
2. College education is preferred
3. Must possess the desire to aid the Senior Pastor in fulfilling his responsibilities and lighten his load whenever possible
4. Must have a heart for the ministry of Cartersville FBC and the people of this church family

C. Administrative Skills and Experience:

1. Desirable to have 3-5 years of experience as a senior level administrative assistant.
2. Experienced in handling a wide range of administrative, sometimes clerical, and executive support related tasks and able to work independently with little supervision
3. Must have strong written and verbal communication skills, strong decision-making ability and attention to detail are equally important, with the ability to review correspondence for procedural and grammatical accuracy, conformance with policy/practices and factual correctness
4. Must possess strong time-management skills
5. Must possess a working knowledge of standard office equipment including copiers, phones, and fax machines
6. Must possess efficient, caring, and discerning telephone and email skills
7. Familiar and proficient with basic software applications (Microsoft Office Suite, especially Word, Excel, and Elexio)

D. Physical Ability:

1. Able to sit and stand for long periods of time.
2. Able to handle files, lift books, and care for office items
3. Writing and typing

Position Expectations

- Full-Time
- Hours: ~36
- Reports: Senior Pastor (Ministerial)
 - Director of Operations (Administrative)