

Administrative Assistant to the Senior Pastor

Job description:

Position Summary

The Senior Pastor's Administrative Assistant provides executive-level administrative, organizational, and ministry support to the Senior Pastor and serves as a member of the Executive Staff Team of First United Methodist Church.

This position helps ensure the effective functioning of pastoral leadership, congregational care systems, church governance, and ministry operations.

The Senior Pastor's Administrative Assistant serves as a key point of connection for church members, staff, volunteers, and community contacts. This person represents First United Methodist Church through professional, warm, gracious, and welcoming interactions and helps foster an environment where people experience care, hospitality, and excellence in ministry.

The position requires sound judgment, discretion, flexibility, initiative, strong organizational skills, and the ability to manage multiple priorities within a dynamic ministry environment.

Employment Classification

- Full-time (40 hours/week)
- Non-exempt
- Typical schedule: Sunday–Thursday
- Some evening and after-hours work is expected for meetings, church events and special ministry needs
- Reports to: Senior Pastor
- Member of the Executive Staff Team

Major Areas of Responsibility

Executive Support to Senior Pastor

Expected Outcome:

The Senior Pastor is effectively supported and able to focus on leadership, pastoral ministry, strategic priorities, and congregational vision.

Representative responsibilities include:

- Manage calendar, appointments, and scheduling
- Coordinate meetings and travel arrangements
- Assist with email and communication management
- Support special projects and ministry initiatives
- Prepare reports, statistical reviews, and ministry documentation

- Provide administrative support for annual and seasonal responsibilities

Congregational Care and Life Events Coordination

Expected Outcome:

Church members and families experience organized, compassionate, and timely support during important moments of life and faith.

Representative responsibilities include:

- Coordinate logistics for weddings
- Coordinate logistics for funerals
- Coordinate logistics for baptisms
- Facilitate communication among clergy, staff, coordinators, and families
- Assist in care ministry coordination alongside the Senior Pastor and Care Team
- Maintain accurate records and follow-up processes

Leadership and Governance Support

Expected Outcome:

Executive leadership groups function efficiently and communicate clearly.

Representative responsibilities include:

- Coordinate meetings for Church Council and Executive Committee
- Schedule meetings and distribute communications
- Prepare agendas and meeting materials
- Maintain attendance and meeting minutes
- Assist with presentations and media support

Worship, Hospitality, and Ministry Support

Expected Outcome:

Church ministries and worship experiences are supported with excellence and hospitality.

Representative responsibilities include:

- Support Sunday hospitality efforts
- Assist with worship-related administrative needs
- Coordinate seasonal ministry support (Advent, Lent, and other special events)
- Assist with ministry projects as assigned

Qualifications

Education

- Bachelor's degree preferred

Experience

- Three to five years of progressively responsible administrative experience required
- Executive assistant experience strongly preferred
- Experience in church, nonprofit, or ministry environments preferred

Knowledge, Skills, and Abilities

- Excellent verbal and written communication skills
- Exceptional organizational and project management abilities
- Ability to maintain strict confidentiality
- Strong interpersonal and relationship-building skills
- Ability to manage multiple priorities and deadlines
- Ability to exercise independent judgment and initiative
- Strong attention to detail
- High proficiency with Microsoft Office, Google Workspace, database systems, and communication technologies. Ability to learn new systems rapidly.
- Ability to work collaboratively within a team environment
- Demonstrated hospitality and customer-service orientation

Faith and Mission Expectations

Because this position serves in a ministry setting and functions as part of the Executive Staff Team, candidates should:

- Support and affirm the mission and ministry of First United Methodist Church
- Demonstrate personal and professional conduct consistent with the values of the church
- Work collaboratively to help the church fulfill its mission of loving God, loving neighbor, and loving self

Other Duties

This job description is intended to describe the general nature and level of work being performed and is not intended to be an exhaustive list of responsibilities. Duties and responsibilities may change as ministry needs evolve.

Benefits:

- 401(k) matching
- Dental insurance
- Flexible schedule
- Life insurance
- Parental leave
- Retirement plan
- Vision insurance

Work Location: In person