

ASSISTANT TO THE EXECUTIVE PASTOR

TITLE: Assistant to the Executive Pastor

I REPORT TO: Executive Pastor

CATEGORY:

CURRENTLY HELD BY:

LAST UPDATED: 8/29/18

PURPOSE:

Assist the Executive Pastor in all areas of ministry as needed including: communication with staff, the community and church; research and preparation for events and meetings; manage projects and systems as directed. The Assistant to the Executive Pastor will champion the vision and mission of ALIVE in the way they represent and assist the Executive Pastor.

RESPONSIBILITIES:

I. ASSISTANT TO THE EXECUTIVE PASTOR

COMMUNICATION

1. Communicate with groups and individuals to schedule appointments and meetings.
2. Filter and direct calls and meeting requests and when appropriate redirect to other staff and/or lay leaders.
3. Partner with XP in follow-up procedures for new givers, financial leaders, etc.

PLANNING AND RESEARCH

1. Assist XP by communicating details and preparing needed items for events/ meetings.
2. Assist in research and planning as needed for teaching opportunities, ministry documents and meetings.
3. Arrange travel for XP (or other staff) when attending conferences or other engagements.
4. Research and help implement systems and methodologies to support the growing vision of ALIVE. (ie... additional campuses, church plants, services etc.)
5. Assist in developing strategies to utilize and respond to dashboard indicators.

ADMINISTRATION

1. Record and report weekly statistics.
2. Serve as office staff to answer phones, purchase office supplies and other office administrator type roles as needed.
3. Follow up with staff to ensure receipts are timely received.

PROJECT MANAGEMENT

1. Assist in ALIVE Special Events Planning.

2. Recruit and coordinate teams as needed to assist in projects.
3. Organize and manage print projects such as bulletins, LCC booklets, LBA Packets, etc.
4. Partner with XP in managing large projects such as building additions, campus renovations, church plants, marketing campaigns, capital campaigns etc.