



## Job Description Executive Assistant to the Lead Pastor

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### **ESSENTIAL JOB FUNCTIONS:**

MP exists to *SHOW PEOPLE WHO JESUS IS*. Which means, every person we hire must have a heart to reach lost people and a love for the Church. God is writing an unlikely story here in the Midwest and we deeply believe God is readying His Church for a historic movement that brings glory to HIS name alone.

We are looking for a person to provide comprehensive support for our Lead Pastor in order to help move the mission of the church forward. Madison Park is a growing church and is looking for a team member who is professional and can enable our LP to maximize her effectiveness and productivity in her role of spiritual leadership. We are looking for someone whose heart believes in the local church, dark chocolate, and hair bands from the 80's and 90's. .

The job requires the embracing of change and lack of routine, flexibility, and the ability to handle people and pressure with grace and poise, while always getting the job done. The Executive Assistant to the Lead Pastor will handle a wide range of administrative related tasks for the Lead Pastor. This person must enjoy the administrative challenges of supporting a high level, executive-minded leader.

Reports to: Lead Pastor

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### **EXPERIENCE QUALIFICATIONS:**

- Exceptional interpersonal, verbal, written, and organizational skills
- Maintains discretion and confidentiality
- Projects a professional and confident image and is able to handle a stressful pace
- Ability to work in a multi-task environment
- Strong administrative abilities
- Must be a creative contributor to the team and not just a “doer” of projects.
- This role may include work outside of normal business hours
- Must be a proactive problem solver
- Believes that Apple products are the superior way of life - In other words, if the word “Apple” leads you to think “fruit,” this is probably not a fit for you.
- Able to handle a high level of detail without going crazy or consuming mass quantities of caffeine

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### **SPIRITUAL CRITERIA:**

- A mature relationship with Jesus Christ that is clear and evident
- Commitment to personal spiritual growth
- Models standards and expectations of leaders at Madison Park Church

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**REQUIRED TECHNICAL SKILLS::**

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- Have a strong mastery of Macbook products or an ability to learn
- Have a strong mastery of Google Workspace
- Familiarity with social media platforms such as Instagram, Facebook, Youtube
- Ability to learn and be proficient in other platforms used by MP: database, service planning software, expense software
- Proficiency in project management timelines and tools
- Proficiency in Microsoft Office products
- Know their Enneagram number and what it means. It's pretty much a non-negotiable.

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**PERFORMANCE RESPONSIBILITIES:**

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**1. Lead Pastor Support**

- Provide administrative support to the Lead the Lead Pastor including:
  - Email Oversight
  - Phone call communication oversight
  - Credit card reimbursement and expense management
  - Maintain Lead Pastor's Calendar, schedule of meetings, conferences, retreats, family calendar/events, etc.
  - Travel planning & coordination
  - Keeping the Lead Pastor on track with her schedule throughout the day (which admittedly, can be difficult).
  - Proactively assess the systems supporting the Lead Pastor and make recommendations to improve efficiency.
  - Prepare correspondence, reports, and proposals for the Lead Pastor
  - Have availability outside of office hours for communication with LP
  - Organize all speaking/external engagements and make travel arrangements
  - Meeting Preparation for Board and Staff
  - Can include personal duties that free up the LP's time to focus on her primary duties
- Sermon support
  - Researching sermon series, illustrations and other items
  - Obtain and coordinate illustration items for Sunday services
  - Preservice & post service support of Lead Pastor
- Serve as "hub" for staff
  - Serve as the project lead for initiatives. This includes planning, managing and budget oversight.
  - Serve as "quality control" on a Sunday morning
  - Communication with Elder Board
  - Organize all staff meetings once a month
  - Be aware of the overall church, ministry goals and programs, and the Lead Pastor's detailed responsibilities related to these.

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**BUT HERE'S THE REAL JOB...**

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- **Time saver:** The essence of the job is to maximize the time of the LP. Whatever you can handle that multiplies the LP's time – take it and run fast, she's not getting any younger.
- **Mind reader:** Anticipate even the smallest of needs and act proactively. Think both with her and ahead of her, so almost to know what the LP is thinking before she thinks it. It's a fun game we like to play.
- **Juggler:** Handle all (ever-changing) calendar and schedule details, travel minutia, and general communication. Coordinate events, training meetings and personal details on a daily basis. Organize any non-MP teaching and coaching events...all of this without dropping a ball.
- **Diplomat:** Able to communicate with exemplary verbal and written skills, make everyone feel like a million bucks even when you say no, and keep the LP out of the headlines.
- **Ringmaster:** There will be days that will feel like a circus, (and we kinda like it), but it can never look like one. Know how to put the bears and lions in their cages when needed, without the use of force.
- **High Wire Walker:** Confidentiality of personal and church information is essential, one slip from this high wire offers no second chance.
- **Firefighter:** Solves problems as directed and on own initiative, always using a bucket of water, not a bucket of gasoline.

***Honestly, we believe Madison Park Church is the best place to work. We aren't perfect but we'd like to think we get it right more than we get it wrong. We love Jesus and we love people.***

*\*The above is intended to describe the general content and requirement for performance of this job. It is not intended to be construed as an exhaustive statement of essential functions, responsibilities, or requirements.*

*\*\*Adapted a few of the traits under "Responsibilities:" from Amy Mayue, CPC, Executive Recruiter*

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**STILL INTERESTED?**

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Send resume' and cover letter to [jobs@madisonparkchurch.org](mailto:jobs@madisonparkchurch.org)