



Team: Administration

Position Title: Executive Assistant to the Pastors

Supervisor: Co- Pastors

Employment Classification/Status: Support Staff Full-Time, Non-Exempt, 40 hours/week

Mission: *To make disciples of Jesus Christ for the transformation of the world.*

Core Values: Big Hearted, Spirit Led, Christ Minded, Bound by Love

Position Overview:

The Executive Assistant to the Pastors is a self-motivated and highly capable position committed to confidentiality, integrity, and teamwork that is able to create, and train direct reports to create, a welcoming atmosphere of service to all while handling a variety of administrative responsibilities. This person performs routine clerical and administrative duties, and supervises both the daytime and evening Receptionist/Administrative Assistant positions. He or she organizes files, prepares documents, schedules appointments, and supports the Pastor(s) and other staff.

Essential Duties and Responsibilities:

- Provide assistance and support to the Co-Pastors as needed and requested
- Manage projects as needed and requested by the Co-Pastors
- Process and monitor all email to the Co-Pastors and handle as appropriate
- Partner with the Co-Pastors to manage professional calendars
- Draft and coordinate pastoral correspondence
- Support the coordination of weddings, funerals and other special services with the pastors and Director of Facilities
- Coordinate the scheduling of baptismal appointments and baptisms with the pastor and Director of Music and Worship Arts
- Assist co-pastors with the lay leadership team roster and record changes on the FLUMC website
- Coordinate pastoral visits and pastoral care as requested
- Record the minutes of lead-staff and all-staff team meetings
- Provide minor clerical support to the leaders of church council, staff parish, and nominations and leadership development teams
- Enter weekly attendance and giving statistics and maintain statistical spreadsheets
- Maintain and prepare monthly statistical reports in areas of giving, attendance, membership and guest connection for the pastors, staff, executive team, and church council
- Oversee completion of all forms and reports for the annual charge conference and provide statistical monthly information for Florida conference missional vital signs and end of year reports
- Oversee the completion of all forms and reports for the North Central District and Florida Conference
- Serve as a super-user in church management software, generating ad hoc database reports for the pastors and supporting other staff as requested
- Exhibit dedication and investment in the mission, vision and core values of Trinity United Methodist Church
- Assist and perform other duties as assigned

Education, Experience, and Certification Requirements:

Required Qualifications

- Strong competencies in verbal and written communication, problem solving and decision making
- Proficiency with Microsoft Office and able to learn and navigate additional software and databases

Spiritual Gifts (God-given gifts valuable in completing job duties):

- Administration - organizing people and ministries efficiently
- Encouragement - encouraging others to grow in their faith
- Helping (serving) - provide aid and relief to meet practical needs
- Hospitality - make others feel welcome and comfortable

Skill Requirements: (X = Required for job)			
X	Typing/computer keyboard	X	Verbal communication
X	Utilize computer software	X	Written communication
X	Retrieve and compile information		Public speaking/group presentations
X	Maintain records/logs	X	Research, analyze and interpret information
X	Verify data and information	X	Investigate, evaluate, recommend action
X	Organize and prioritize information/tasks	X	Leadership and supervisory, manage people
X	Operate office equipment	X	Basic Mathematical concepts (add, subtract)
X	Advanced mathematical concepts (fractions, decimals, ratios, percentages, graphs)		Abstract mathematical concepts (inference, formulas, equations, statistics)

Physical Requirements: (X = Required for job)			
X	Sitting for extended periods of time		Lifting/carrying up to 20 pounds
X	Standing for extended periods of time		Lifting/carrying more than 20 pounds
X	Extended periods viewing computer screen	X	Repetitive Motions
	Walking		Pushing/Pulling
X	Reading	X	Bending/Stooping
X	Speaking	X	Reaching/Grasping
X	Hearing	X	Writing
	Other:		Other:

Hazards: (X = Required for job)		
X	Normal office environment	Electrical current

	Toxic or abrasive chemicals		Housekeeping and/or cleaning agents
	Flammable, explosive gases		Proximity to moving mechanical parts