



MILLINGTON
baptist church

Executive Assistant to Pastoral Leadership Team

SUMMARY

The Executive Assistant to the Pastoral Leadership Team (EAPLT) will support the ministry effectiveness of our Lead Pastors. The ideal candidate has experience serving in an administrative role for a high-functioning leader. Because this position interfaces often with the church staff and the larger church body, a successful candidate must have a highly engaging and friendly personality.

EMPLOYMENT STATUS: Part – Time (3 Days; 18 hours /week)

SPECIFIC RESPONSIBILITIES

- Fulfill the administrative needs of the Lead Pastors.
- Answer all telephone calls and emails to the Lead Pastor's offices.
- Provide coverage for church office manager as needed.
- Serve as a "gatekeeper" for the Pastors while ensuring everyone with an inquiry is served in a friendly manner.
- Set up meetings for the Pastors when requested.
- Cover pastoral administration needs using church database.
- Manage church prayer list.
- Manage the calendars of the Pastors and ensure they have a clear understanding of their daily schedule.
- Review and prioritize phone calls, emails, and written correspondence for the Pastors.
- Take dictation and proofread the Pastor's correspondence as needed.
- Maintain the files (digital and print) needed by the Pastor.
- Help execute pastoral care initiatives (Setting up meal trains for congregants, sending pastoral care resource materials to those in need (grief books, cancer books, booklets, etc.)
- Help to coordinate meetings/events led by the Pastors.
- Assist in the organizational needs of the *Underground Sessions* Ministry (Contacting and scheduling speakers and guests, scheduling video distribution, event registration, setting up networking meetings, as well as collecting and organizing information on current events).
- Help to organize Strategic Plan spreadsheets and goals.
- Run errands for the Pastors, as necessary.
- Arrange ministry-related travel for the Pastors.
- Communicate with volunteer teams that serve the Pastors (sermon research team, etc.).
- Participate in all staff meetings.

REQUIREMENTS

- Keen sense of organization.
- Empathetic, caring telephone and email skills.
- A working knowledge of standard office equipment (copiers, phone, computer, etc.).
- Bachelor's degree or equivalent experience.
- At least 2 years of experience in an administrative role.
- A growing Christian faith and character and a commitment to the MBC articles of faith and mission of the church.

- Assist office manager with administration as time permits.

WORKING RELATIONSHIPS

- The Executive Assistant to the Pastoral Leadership Team (EAPLT) will work closely with and report to the MBC PLT