

EXECUTIVE PASTORAL ASSISTANT

Full-Time Position



CHURCH OVERVIEW

Trinity Presbyterian Church is a congregation of the Presbyterian Church in America located in Norfolk, VA with a mission to reach people with the freedom of Christ, equip people with the truth of Christ, and send people with the love of Christ. Our church was planted in 1999 and has grown to over 400 communicant members. We're looking for an amazing, full-time Executive Pastoral Assistant to join our team of passionate staff and support our Associate Pastor, Ben Lyon. Learn more about the values of Trinity [here](#).

POSITION OVERVIEW

This is a full-time support staff role, reporting to our Associate Pastor. For this role, you'll need to live in or near Norfolk, VA and be willing to work from our church office space in Ghent several days a week, with the ability to work from home for up to 20 hours a week. Typical hours for this role are 9am-5pm Monday-Friday; on occasion there is a need to work on evenings and weekends for special meetings throughout the year. Weekly schedule to be negotiated between the Executive Pastoral Assistant and the Associate Pastor on an annual basis.

MISSION

The mission of the Executive Pastoral Assistant is to stay five steps ahead of their leader, tracking all of the administrative details, and clearing the path for him to make his greatest pastoral contribution to the church. The Executive Pastoral Assistant will be a key asset to the Associate Pastor by anticipating needs at an exceptionally high level, allowing him to shepherd the flock and develop strategy for all of his leadership areas at Trinity Presbyterian Church. Additionally, the Executive Pastoral Assistant is to ensure timely and effective churchwide communication across multiple platforms, working closely with the entire staff to ensure that competing ministry needs are prioritized and communicated effectively.

The most important responsibility of the Executive Pastoral Assistant is to ensure that all communication, administrative tasks, and projects are completed with a high level of efficiency, confidentiality, accuracy, flexibility, and positivity in order to support the initiatives of the Associate Pastor and the church as a whole.

RESPONSIBILITIES

The Executive Pastoral Assistant will have the following primary responsibilities:

- Meeting management including preparing agendas, printing reports, taking notes, distributing action items, and arranging catering
- Communication on the Associate Pastor's behalf both internally and externally
- Email management on behalf of the Associate Pastor
- Running ministry errands and attending in person meetings multiple times per week
- Complex calendar management and scheduling on behalf of the Associate Pastor
- Creation and maintenance of all weekly rotations related to the worship service (Liturgy, Lord's Supper, Scripture Reader, Prayers of the People)
- Coordination of assimilation processes (visitor events, Inquirers class, Membership Interviews, Joining Details, New member data entry in Church Management System)
- Varying professional administrative tasks including, but not limited to, booking appointments, research projects, and coordinating travel, etc.
- Light project management
- Monthly expense reporting on behalf of the Associate Pastor and the ministry teams he oversees

Additionally, the Executive Pastoral Assistant will have the following Communication responsibilities:

- Manage and maintain Trinity's website & social media presence, including managing livestream worship
- Create and send the weekly e-mail newsletter as well as any other churchwide emails
- Assist in the creation of digital, video, audio, and print content
- Create & monitor all church event registrations
- Maintain a building usage calendar and coordinate facility reservations once we enter our new building
- Communicate with ministry leaders to ensure timely updating of all church communication platforms (e.g. bulletin inserts, social media, e-newsletter info, website, etc.)
- Coordinate the communication of volunteer schedules and data entry for ministry teams
- Update background checks on all volunteers working with the youth and children's ministries
- Provide backup office coverage for the Office Administrator

PROFICIENCIES

Quality Communication: The Executive Pastoral Assistant must be an excellent communicator, in both written and oral form. This includes proficiency in spelling, grammar, and punctuation. This also includes being able to take a large amount of information and summarize it quickly both in writing and orally on a regular basis. You must also be able to track communication (and be very responsive) across multiple

channels without losing any details. Those channels could include in-person meetings, virtual video calls, phone calls, text messages, and emails.

High Level of Discretion: Since our Executive Pastoral Assistant will regularly work with confidential information, discretion and sensitivity regarding personal information is a must.

Team Player: In addition to working directly with the Associate Pastor, the Executive Pastoral Assistant will also work with volunteers and other staff members. You'll need to be able to collaborate and communicate well with these team members, maintaining a can-do spirit and not complaining, making excuses, or gossiping.

Anticipating Needs: As a part of our commitment to enabling our Associate Pastor to serve our church and our city well, our Executive Pastoral Assistant will strive to anticipate needs and eliminate friction at work whenever possible.

Affinity for Technology: Our Executive Pastoral Assistant will be a technologically savvy PC user and will not be intimidated by learning new technology (especially our church management software). Proficiency in the Microsoft Office Suite and the Google Suite is ideal.

REQUIREMENTS

Education: Bachelor's degree preferred

Experience: Professional office work experience

Physical: Ability to bend, reach, and lift boxes and office supplies up to 20 lbs

APPLICATION INSTRUCTIONS

To apply, please submit the following via email to ben@trinitynorfolk.com

1. Cover letter and PDF of your resume
2. Tell us how you heard about this position
3. StrengthsFinder Top-5 Strengths Report (optional)