



STF Executive Assistant

Full-Time

Meets biblical qualifications for office of Elder (1Tim 3)

Salary TBD

Reports to Senior Pastor and STF Session

Responsible for overseeing Ministry Administration, Communications, Fundraising and Development.

Sundays:

- Share in leadership rotation in ministry & building responsibilities (Leading in prayer, announcements, teaching opportunities, setup/cleanup/lockup).
- Oversee volunteer schedules (Open/Usher, Nursery, Sunday school).
- Supporting and overseeing Mercy ministry (Food distribution/ supplies).
- Support and oversee Sunday fellowship gatherings.
- Oversee Service Livestream/Website/FB broadcasts.
- Oversee van ministry.
- Oversee offering collection and deposit.

Weekly:

- Attend weekly staff support meeting with Senior Pastor.
- Oversee office staff.
- Support weekly ministries (bible studies, midweek services, Campus Clubs dinners).
- Oversee all Housing/New Mercies administration and development (including rent collection, maintenance and repairs pertaining to STF's 12 rental units)"
- Oversee STF building maintenance (Updates, Remodels, Coordinating with contractors & volunteers).
- Oversee Church Website/social media, and church wide communications.
- Oversee and support special church events (outreach/workdays/lunches/services)
- Support Senior Pastor with fundraising communications and planning.
- Oversee all fundraising events.
- Oversee all church transportation needs.
- Oversee and work closely with STF bookkeeper and accountants.
- Oversee and present treasurers report to session.