

Executive Assistant to the Executive Pastor & Lead Pastor

Provide administrative, planning, event, communication, and project support for the Executive Pastor (XP) and Lead Pastor (LP) to support and free up their time to accomplish ministry goals, shepherd the congregation, and lead effectively. This role serves as a key liaison between church leadership, staff, congregants, and outside ministry partners while helping ensure the smooth operation of the Executive and Lead Pastor offices. All offers of employment are contingent upon the successful completion of a background check and drug screening.

Responsibilities

Executive & Pastoral Support

- Monitor and keep current email accounts for Lead Pastor (LP) and Executive Pastor (XP).
 - Maintain LP & XP calendars, including managing direct report meetings, ministry appointments, and strategic planning meetings.
 - Protect and prioritize the Lead Pastor's schedule to allow adequate time for sermon preparation, leadership responsibilities, pastoral care, and personal renewal.
 - Be familiar with all events on the church calendar and proactively communicate scheduling conflicts or priorities.
 - Follow up on calls and inquiries from staff, church congregants, ministry leaders, and outside contacts on behalf of LP and XP.
 - Coordinate travel arrangements and itineraries for LP and XP as needed.
 - Coordinate travel arrangements and itineraries for outside visitors, guest speakers, and ministry partners as needed.
 - Liaise with staff regarding specific or general inquiries, requests, events, and decisions pertaining to LP and XP.
 - Coordinate logistics and graphics for weekly staff prayer, Officer Leadership meetings, Leadership Team meetings, Session meetings, retreats, and related gatherings.
 - Maintain LP and XP expense reporting and direct report approvals.
 - Manage PTO requests for direct reports and update calendars accordingly.
 - Create and submit annual budgets for LP and XP.
 - Gather annual budgets and Ministry Planning Priorities (MPP's) from Ministry Staff for XP review.
 - Manage and maintain Planning Cycle Calendar and Master Planning Calendar events.
 - Gather and distribute Monthly Membership Reports and Annual Membership Reports for XP/Session/Presbytery.
 - Coordinate agendas, materials, meals, and logistics for Session meetings and retreats.
 - Create and organize Officer Training Manuals and leadership resources.
 - Coordinate Capital Campaign gatherings with Donor Relations staff.
 - Divert calls and inquiries to appropriate departments as needed.
 - Provide additional project and event support as assigned.
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Lead Pastor Ministry Support

- Work with the Adult Learning Director to coordinate congregational studies, classes, and ministry initiatives led by the LP.
 - Coordinate with Worship, Arts, Production, and Communications teams regarding Sunday services, sermon support, sermon notes, and scheduling post-service prayer/shadowing support for LP.
 - Assist LP with sermon planning logistics, speaking engagements, ministry meetings, and special events.
 - Coordinate hospitality and logistics for guests meeting with LP.
 - Assist in organizing pastoral care follow-up and communication as directed by LP.
 - Help facilitate leadership communication from LP to staff, officers, ministry leaders, and congregation.
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Executive Pastor Leadership Team Support

- Be aware of Executive Leadership Team calendars and meetings.
 - Manage and support quarterly lunches for Leadership Team.
 - Manage and support leadership meetings and retreats, including locations, meals, materials, and agendas.
 - Coordinate quarterly Executive Planning meetings.
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General

- Greet visitors to the office in a professional and welcoming manner.
 - Answer incoming calls and correspondence in a timely and efficient manner.
 - Participate in weekly staff prayer time and monthly staff development days.
 - Support the mission, values, and philosophy of the church in all responsibilities and interactions.
 - Other duties as assigned.
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Competencies

- **Communication** – Ability to communicate effectively, caringly, and professionally with executive leadership, staff, congregants, ministry leaders, and outside partners. Capable of drafting professional emails, letters, agendas, and ministry communications.
 - **Self-Starter** – Able to work effectively with minimal oversight while demonstrating initiative and proactive problem-solving.
 - **Strategic Support** – Ability to develop and execute tasks that support broader ministry goals, initiatives, and projects.
 - **Detail-Oriented** – Strong attention to detail in scheduling, communication, planning, and follow-through.
 - **Adaptability** – Ability to concentrate and thrive in a fast-paced ministry environment while handling interruptions, questions, visitors, and multiple priorities.
 - **Versatility** – Demonstrated ability to multitask, remain flexible, and adjust priorities quickly.
 - **Team Player** – Demonstrated ability to support others for the sake of the greater mission of the church.
 - **Professionalism** – Ability to demonstrate Christlike character, professionalism, discretion, and emotional maturity in all interactions.
 - **Confidentiality** – Ability to handle sensitive pastoral, personnel, and organizational information with wisdom and discretion.
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Requirements

- Member of Spanish River Church.
- 5+ years of administrative support experience, preferably in a ministry or nonprofit environment.
- Experience supporting senior-level leadership preferred.
- Working knowledge of computers, Google Suite, Motion, and office systems.
- Basic knowledge of office equipment (copiers, postage machines, telephones).
- Strong organizational, communication, and time-management skills.
- Spiritual maturity and a growing relationship with Jesus Christ.
- Servanthood – willingness to serve behind the scenes with humility and a positive, supportive attitude.
- Loyalty – must support church leadership, mission, and philosophy while maintaining unity and professionalism.
- Discretion – ability to handle confidential and sensitive information appropriately.
- Commitment to personal worship, corporate worship, prayer, and discipleship.

**** Spanish River Church, Spanish River Christian School, Spanish River Counseling Center is a Drug-Free Workplace. We participate in E-Verify ****