



Executive Assistant to the Lead Pastor and Worship Coordinator

Reports to: Lead Pastor

Ministry Description:

Working side by side with the Lead Pastor to provide administrative support, worship coordination, project, event, and ministry management, information and schedule coordination, general church communications, and other tasks as needed.

Qualifications and Skills:

- Growing relationship with Christ.
- Self-starter who takes initiative and anticipates needs.
- Positive and flexible attitude, excellent people skills and a strong work ethic.
- Highly organized and detail oriented: loves organizing things and people, turning vision into reality, able to juggle multiple tasks and changing priorities.
- Excellent communication skills, both written and oral.
- Team builder who enjoys developing teams and working in a team environment.
- Demonstrated ability to handle confidential information appropriately.
- High proficiency with Mac computer/devices and operating system as well as Microsoft Office and Evernote, and ability to learn and master new software, programs, and apps quickly.

Work Schedule and Number of Hours: Full Time

40 hours per week, including Sunday mornings and occasional evening meetings.

Ministry Responsibilities:

- **Calendar Management:** coordinate scheduling, meeting requests, and gather relevant background material for meetings for the Lead Pastor as needed.
- **Communication:** return and initiate all incoming calls to The Village, process the Lead Pastor's email, and coordinating other correspondence with staff, congregants, church leadership, and the community as needed
- **Project, Event, and Ministry Management:** provide administrative support for responsibilities related to the work and schedule of the Lead Pastor, coordinate relevant details, and provide support for special projects as they arise.
- **Meeting and Presentation Support:** serve as "eyes and ears" in meetings, capturing tasks and coordinating next steps with the team.
- **Worship Production and Coordination:** Coordinate the details of Sunday morning worship, including: participating in all worship planning meetings and working to make the vision for worship a reality; scheduling all musicians and worship participants; coordinating the teams and elements related to the entire worship environment, including stage design, a/v elements, ProPresenter display, and pre and post-worship music; and troubleshooting issues as they arise on Sunday mornings.
- **Other responsibilities as coordinated with the Lead Pastor.**