

# Job Title

Ministry Operations & Executive Assistant

## Position Type

- Full-time, hourly (non-exempt), approximately 40 hours/week
- In-office position with a standard schedule of 8:00 a.m. to 5:00 p.m., Monday through Friday
- One-hour lunch break from 12:00 p.m. to 1:00 p.m.
- Occasional evenings/weekends for major services, events, and key deadlines (with schedule adjustments as needed)

## Reporting Relationship

Direct Supervisor: Elder Chairman

Key Working Relationship: Lead Pastor

This role exists to serve the pastors and elders by strengthening communication, coordination, and follow-through. To keep priorities clear and support consistent execution, day-to-day direction and workload prioritization are coordinated through the Elder Chairman in close partnership with the Lead Pastor.

## Role Summary

The Ministry Operations & Executive Assistant serves as a high-trust, high-ownership support leader who helps the church run smoothly and communicate clearly. This role has two primary lanes of responsibility.

1. Ministry Operations + Communications Execution (about 20 hours/week): Supports church operations and carries initiatives forward through communications, website updates, social media, digital creative, and practical execution.
2. Executive Assistant + Office Administration (about 20 hours/week): Functions as an executive assistant to the Lead Pastor and Elder Chairman, supporting the broader pastoral and elder team through scheduling, coordination, preparation, follow-up, and administrative organization.

This person must be spiritually mature, highly organized, proactive, and able to manage details with discretion while keeping ministry priorities moving. Because this role helps shape the church's public communication, it also requires strong social media judgment and digital creative capability.

# Key Responsibilities

## Lane 1: Ministry Operations, Communications, Digital Media, and Strategic Execution (about 20 hours/week)

### Communications, Social Media, and Digital Creative

- Draft, format, schedule, and distribute church communications (email, website, social media, print, slides, announcements)
- Maintain and update the church website (events, sermons, pages, forms, content)
- Help plan, create, and publish social media content with good judgment on tone, timing, and clarity
- Create and coordinate digital creative assets (graphics, simple video edits, thumbnails, handouts, service slides)
- Maintain consistency in messaging, brand, and pastoral tone across platforms
- Track basic engagement metrics and help refine communication rhythms and content approach as appropriate

### Operational Support

- Support systems and workflows for ministry operations (forms, signups, calendars, communication pipelines)
- Coordinate logistics for key events and initiatives (registration, reminders, materials, volunteer coordination support)
- Maintain church-wide calendar clarity and accuracy in coordination with pastors and ministry leaders

### Strategic Initiative Execution

- Translate leadership direction into action steps, timelines, reminders, and deliverables
- Track action items from leadership meetings and support follow-through
- Build simple project plans, coordinate stakeholders, and communicate progress updates

## Lane 2: Executive Assistant, Office Administration, and Pastoral Support (about 20 hours/week)

### Executive Assistant Support

- Manage and protect pastoral calendars (scheduling, confirmations, preparation, follow-up)
- Coordinate meetings for the Lead Pastor, Elder Chairman, and elders (agendas, notes, materials, action items)
- Prepare documents, packets, and communication drafts for meetings and congregational updates

## Congregational Care Coordination Support

- Assist with organization of care-related coordination as delegated (requests, meals, benevolence processes, referrals, follow-up workflows)
- Support administrative processes connected to membership, baptisms, weddings, funerals, and key pastoral milestones

## Office Administration

- Manage office email and communications intake as assigned
- Maintain organized digital filing systems and document templates
- Handle routine administrative tasks (printing, coordination, supplies, facilities-related communication requests)
- Serve as a dependable point of contact for operational and pastoral coordination needs

## Success Indicators (What “Good” Looks Like)

- Church communications are clear, timely, accurate, consistent, and reflect the church’s tone and priorities
- Social media and digital content are dependable, well-designed, and support church life and ministry moments
- Calendars, meetings, and follow-up are organized with minimal dropped balls
- Pastors and elders are well-supported and freed up for shepherding, teaching, and leading
- Strategic initiatives move from ideas to execution with visible progress
- Systems are documented, repeatable, and improving over time

## Required Qualifications

- Must pass a background check
- Clear profession of faith in Jesus Christ and a life marked by maturity, humility, and integrity
- Strong alignment with the church’s constitution, doctrine, mission, vision, and values
- High discretion with confidential and sensitive information
- Exceptional organization, follow-through, and attention to detail
- Strong written communication skills and comfort drafting communications in a pastoral tone
- Demonstrated proficiency in social media and digital communications, including creating and publishing content across common platforms
- Comfort with digital tools and systems (Google Workspace or Microsoft 365, calendars, documents, spreadsheets)
- Ability to learn and manage church platforms (website CMS, email platform, presentation tools, form tools, planning systems)
- Basic use of AI tools for workstream productivity enhancements (ChatGPT, Claude, etc.)

## **Preferred Qualifications (a Plus)**

- Prior experience in church ministry operations, communications, office administration, or executive assistant work
- Graphic design and digital creative proficiency (layout, branding, content creation)
- Digital marketing experience (content strategy, basic campaigns, analytics, audience targeting)
- Familiarity with tools such as Canva, Adobe Express, Photoshop/Illustrator, or similar
- Basic video editing capability (simple trims, titles, exports)
- Project coordination experience (tracking tasks, timelines, dependencies)
- Familiarity with church management software and service planning workflows

## **Core Competencies and Traits**

- Proactive and anticipatory, sees needs before they become problems
- Calm under pressure and able to shift priorities when ministry needs change
- Service-oriented with a shepherding posture toward people, not just tasks
- Extremely approachable personality, able to mesh well with everyone
- Able to manage multiple projects without losing details
- Strong ownership mentality, does not require constant supervision

## **Work Environment and Requirements**

- Primarily in-office role during standard business hours (8:00 a.m. to 5:00 p.m.)
- Professional, modest, business casual/smart casual dress attire
- Active member and consistent attender of Cornerstone Bible Church
- Five (5) flex days per year may be used for remote work when appropriate (such as feeling ill, needing to be home for a delivery, etc.) and approved in advance when possible, based on ministry needs and workload.
- Occasional lifting of supplies and event materials (up to 25 lbs)
- Occasional evening/weekend availability for major services, events, and deadlines

## **Compensation and Benefits**

- Full-time, hourly (non-exempt); compensation commensurate with experience
- Paid Time Off: 10 days PTO per year
- Flex Time: 5 remote/work-from-home flex days per year (planned and approved in advance)
- Health Insurance: A health insurance stipend is provided to be applied toward the employee's health insurance costs
- Retirement: The church contributes 4% of eligible earnings to a retirement account of the employee's choosing (subject to any plan and payroll requirements)

# Application Process

Submit:

- Resume
- Brief cover letter (including why you want to serve in this kind of role)
- 2 to 3 references (at least one pastoral or ministry reference if available)
- Optional but encouraged: portfolio or examples of digital creative work (graphics, social posts, campaigns, websites, or similar)