



Administrative Assistant

Ministry/Department: Church Ministries

Reports to: Executive Pastor

Status: Full-time

Supervisory Role: No

Objective

This position plays a vital role in enabling the church staff to lead effectively by providing high-level administrative and logistical support. By managing day-to-day operations, communications, scheduling and coordination of ministry-related activities, the Administrative Assistant ensures the staff is positioned to focus on strategic leadership, teaching and shepherding responsibilities.

Key Responsibilities

- Provide high-level calendar and meeting management for the Lead and Executive Pastors
 - Exercise discretion in prioritizing and managing calendar requests, protecting time for strategic planning, teaching prep and leadership duties
 - Coordinate meeting schedules involving internal teams, church leaders and external partners
 - Anticipate needs and prepare detailed meeting materials (agendas, presentations, handouts) and facilitate meeting execution including room setup and follow-up actions
- Manage communication on behalf of the Lead and Executive Pastors
 - Serve as a gatekeeper and liaison, handling sensitive and time-critical correspondence
 - Draft or edit internal and external communications as needed
 - Use discernment to determine which matters require the pastor's direct attention and which can be handled independently
- Create and maintain effective organizational systems
 - Develop workflows and tracking systems to manage team projects, priorities and tasks
 - Anticipate upcoming needs or scheduling conflicts and proactively address them
 - Maintain digital and physical files in an orderly and secure manner
- Assist in oversight of the annual budget for each upcoming year
 - Track and monitor spending throughout the year
 - Submit monthly expenses in a timely and accurate manner
 - Maintain organized financial records
- Provide oversight and support to the Ministries Pastors
 - Ensure all logistical details are handled efficiently and align with ministry priorities
 - Offer guidance and assistance on other administrative tasks as needed, fostering a collaborative and organized workflow

- Lead or support special projects as assigned
 - Take ownership of cross-functional projects or initiatives as needed by the Lead and Executive Pastors
 - Apply strategic thinking, coordination and independent problem-solving in support of ministry goals
- Other duties as assigned

Competencies

- Model the Veneration Church mission, vision and values
- Ability to maintain strict confidentiality
- Ability to adapt to change
- Excellent organization, planning, prioritization and problem-solving skills
- Ability to think strategically and offer solutions in addition to executing requests in a timely fashion
- Demonstrated judgment and discernment; self-starter; initiative
- Ability to perform several detailed tasks concurrently and work independently with ease, timeliness and professionalism
- Strong written and verbal communication skills
- Ability to interact professionally and effectively with individuals at all levels, both inside and outside the church
- Works effectively and efficiently in Microsoft Office (Outlook, Word, PowerPoint, Excel)
- Experience supporting senior leadership or pastoral staff strongly preferred (although not required)
- Demonstrated ability to manage confidential information with discretion
- Familiarity with ministry culture and a heart for servant leadership

Education & Experience

- Three years of church-based ministry and/or administrative experience, preferably in a church or non-profit environment (although not required)
- Associate or bachelor's degree in business administration, ministry leadership or a related field is a plus

Position Type/Expected Hours Of Work

This is a full-time position. Days and hours of work may vary based on church need.

The church has several big events, throughout the year to help further the mission of Veneration Church. These events are mandatory for all staff to be in attendance and may vary, depending on the vision cast for the current year. Our entire staff family is called to action, so that we can continue to be a movement for all people to meet and walk with Jesus.

Work Environment

This job operates in a professional office environment within a church ministry setting. The role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets. It requires the ability to manage multiple priorities in a fast-paced, team-oriented environment and occasionally supports ministry events that may occur outside of regular business hours. A heart for service and flexibility are essential to supporting the mission of the church.

Physical Demands

This position requires the ability to work in a standard office environment, including prolonged periods of sitting, working at a computer and occasional light lifting (up to 25 lbs.). The role may involve moving between buildings, setting up for meetings or events and supporting off-site ministry activities.

Ministerial Exception

The ministerial exception furthers the purposes of the Free Exercise and Establishment Clauses of the First Amendment by barring legal claims against church bodies by staff members who perform religious functions. All church pastors are subject to the exception, but a formal ministerial credential is not required. While there is no rigid formula to determine other church staff members that qualify, various factors are considered to determine which staff members are subject to the ministerial exception (please see handbook).

Staff members who qualify under the ministerial exception are not covered by federal and state employment and anti-discrimination laws. Please see the Human Resources Ministry team if you have questions on whether you are subject to the ministerial exception.

Code Of Conduct (Values)

- We are a people of **GRACE**
- We are **FEARLESS**
- We are **CONTRIBUTORS**
- We are **WORSHIPERS**
- We trust **HIS TIMING**
- We march **ON MISSION**
- We walk in **JOY**
- We are **ONE**

Eeo Statement

Veneration Church provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, age, sex, national origin, disability status, genetics, protected veteran status or any other characteristic protected by federal, state or local laws. Veneration Church reserves the right to discriminate on the basis of religion to the full extent permitted by law.

Staff Member Signature: _____ Date: _____