

**CARMEL BAPTIST CHURCH**  
Position Description

**Executive Ministry Assistant**

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**Ministry Area:** Church Office

**Reports To:** Executive Pastor, Senior Pastor

**Supervises:** Receptionists/Workroom Assistant      **FLSA:** Non-Exempt

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**SUMMARY OF THE BASIC FUNCTION**

Provide administrative assistance to the Senior Pastor and Executive Pastor to assist in implementing the mission and vision of the church. Coordinate communication between the staff, elders and congregation related to meetings, special projects and calendaring. Serve as Office Manager for the Church Office.

**GENERAL QUALIFICATIONS**

**Knowledge:** High school diploma required. Bachelor's degree is preferred.

**Experience:** Previous experience as an Administrative Assistant, knowledgeable in dealing with tasks at the pastoral level. Must be able to be the interface between the congregation and the pastor, which will allow them to minister and not have to administer the ministry areas.

**Skills:** Must be able to delegate appropriate clerical tasks to the secretarial support unit in order to provide necessary time dedicated for the pastoral-level responsibilities. Must be adept at coordinating and communicating with other ministry areas to accomplish tasks with multi-ministry implications. Must be able to operate in a dual-reporting environment and recognize what has to be reported functionally to the pastor being served and what has to be reported as necessary to other staff or lay-leadership. Must have intimate knowledge of Carmel's ministries and activities.

**Physical Demands/Work Environment:** Must be able to sit and work at a desk at least 50% of the time. Must be able to lift 25 pounds.

**Mental Requirements:** Must possess a positive attitude. Must be able to work well under pressure and prioritize tasks in a multi-task environment. Must be able to maintain confidentiality and exercise discretion in conversations about sensitive matters.

**Church Membership:** Must be an active member of Carmel Baptist Church.

### **SCOPE OF AUTHORITY**

Responsible administratively for the ministries carried out by the Senior Pastor and Executive Pastor and the overall church calendar. Works with the Executive Pastor to communicate with and lead the church staff. Supervises the church receptionists and workroom staff.

### **ESSENTIAL FUNCTIONS**

- Plan meetings and prepare agendas for weekly ministerial staff meetings and monthly elder meetings. Be present in the ministerial staff meeting to take notes and to follow up by communicating decisions and planning meetings related to those decisions.  
Handle all written correspondence from the Senior Pastor and Executive Pastor. Screen the Senior Pastors and Executive Pastors calls, letters and email as needed.
- Serve as Office Manager for the church office, overseeing reception and workroom staff. Assist with support staff meetings as needed. Serve as contact person for all office equipment, contracts, purchases and troubleshooting.
- Responsible for coordination, set-up and preparation of Ministerial Team Meetings (weekly) and Monthly Prayer Time (Devotions).
- Maintain updated lists of Elders, Committees and Ministry Teams in Google Groups, ACS and Carmel Leader website.
- Manage Google groups for staff. Create new Google groups as needed.
- Provide administrative support for the Vision Initiative Coordination Team, Elder Body, Business Meetings, Lay Elder Nominations.
- Maintain Ministry Team descriptions, Google doc listing and updated lists on Carmel Leader website.
- Make arrangements for annual ministerial staff retreat (accommodations, snacks/meals, itinerary, and supplies). Manage communication of event and registrations.
- Provide administrative support for Nominating & Governance Committee.
- Proof weekly enews and bulletin for Communications Ministry
- Keep church governance documents up-to-date and accessible

- Assist with planning and implementation of various staff events (Christmas party, Boss's Day, going away parties, etc.)
- Monitor ministry area budget accounts
- Manage conflict of interest forms for Ministerial Team and set reminder to prompt update annually
- Maintain Carmel Leader and Carmel Intranet sites
- Coordinate special projects implemented by the Executive Pastor.
- Schedule appointments for Senior Pastor and Executive Pastor.
- Answer all calls for Senior Pastor and Executive Pastor.
- Complete weekly expense reports as needed.
- Assist the Executive Pastor with preparation for teaching and presentations.
- Other tasks as assigned.