



Missouri United Methodist Church

204 South Ninth Street, Columbia, MO 65201 p (573) 443-3111, f (573) 443-3319, www.moumc.org

Executive Assistant to the Senior Pastor

Do you have a calling to administratively support the ministry of a dynamic pastor so that her kingdom impact is greater?

Do you desire to bring detail orientation, organization, planning, researching, and coordination to big ideas and dreams that transform lives and the community of Columbia?

Do you have a track record that shows you have the skills, gifts and graces to be an excellent executive assistant for a church poised for growth?

Job Summary

The Executive Assistant is a full-time staff member responsible for organizing and directing activities of the Senior Pastor's office through providing professional skills and support for the Senior Pastor's ministry. This includes a) maintaining the Senior Pastor's office; b) building and maintaining strong relationships with all ministry areas; c) creating a warm, hospitable atmosphere for office visitors; d) managing the Senior Pastor's calendar; e) preparing Senior Pastor's information for weekend worship; f) managing Senior Pastor's telephone calls and correspondence; g) arranging projects and special events as directed by Senior Pastor; h) assisting with worship planning; i) managing Senior Pastor's speaking requests; j) serving as a resource for other ministry areas in relation to Senior Pastors' ministry; and k) researching and other tasks as assigned by Senior Pastor.

Essential Duties and Responsibilities

- ▶ Maintain Senior Pastor's office
- ▶ Build and maintain strong relationships with all ministry areas
- ▶ Create a warm, hospitable atmosphere for office visitors
- ▶ Manage the Senior Pastor's calendar
 - coordinate the scheduling of appointments and meetings
 - prepare daily calendar
 - attach information for reference
 - protect study and sermon preparation time
 - coordinate other project preparation time

- ▶ Prepare Senior Pastor's information for weekend worship (e.g., baptisms, announcements, and worship details)
- ▶ Manage Senior Pastor's telephone calls and correspondence
 - incoming telephone calls
 - properly direct telephone calls
 - promptly return voice mail
 - prepare and mail Senior Pastor's correspondence
 - coordinate and reply to e-mail
- ▶ Schedule Senior Pastor's meetings
 - notify appropriate people
 - secure room/space for meetings
 - prepare meeting materials
 - oversee meeting set-ups
- ▶ Manage Senior Pastor's Files
 - create, maintain, organize and purge both computer and hard copy files
- ▶ Arrange projects and special events as directed by Senior Pastor
 - serve as a member of necessary committee/teams
 - record and share details with Senior Pastor
- ▶ Assist with Worship
 - attend weekly worship planning meetings
 - help with sermon research
- ▶ Manage Senior Pastor's speaking requests
 - schedule and coordinate all speaking requests
 - organize materials for speech
 - schedule travel
 - maintain effective communications with hosts
- ▶ Serve as a resource for other ministry areas in relation to Senior Pastors' ministry
- ▶ Attend weekly staff meetings
- ▶ Be actively involved in the life, ministry and mission of Missouri Methodist Church
- ▶ Work on site during assigned work schedule
- ▶ Other duties associated or related to the above duties as needed, required or directed

Qualifications

Experience working as an executive assistant in a fast-paced, multi-project, multi-stakeholder environment where confidentiality is essential. Ability to relate to all staff, member and volunteers in all areas. Ability to function as a team member and leader. Strong organizational skills. Ability to organize and direct projects from start to finish. Excellent people and telephone skills. Excellent verbal and written communication skill. Strong computer skills (Database, word processing, spreadsheet, calendar, e-mail, and internet skills). Strong problem solving skills.

By the time of hiring, each candidate must be Safe Sanctuary certified by the Missouri Conference, including a criminal background check and training for safety of children ages 1-18 and vulnerable adults. For more information, go to:
<http://www.moumethodist.org/pages/detail/930>.

Desired Characteristics for All Church Staff:

- ▶ Strong Relational and Interpersonal Skills Communication Skills
 - Poised and non-anxious presence
 - Networks with others
 - Looks for opportunities to connect people's interests and needs with MUMC's values and ministries
 - Adjusts listening and speaking to build rapport across generational, behavioral and situational divides
 - For internal communication with church members and groups
 - Articulate and expressive verbally and in written forms

- ▶ Innovative and Entrepreneurial
 - Change agent or change implementer (depending on position)
 - Opportunity-focused (people are not an interruption)
 - Life-long learner
 - Self-directed (takes initiative)

- ▶ A Heart for Christ
 - Called to this work
 - Does no harm
 - Does good
 - Practices spiritual disciplines
 - Brings others into a relationship with Christ
 - Enthusiastically tells about how God is at work in their lives

- ▶ Servant Leader
 - Authentic, sincere & humble
 - Develops others through cultivating their gifts and talents (deploying, resourcing, holding accountable, coaching)
 - Supports church's vision, mission, values and leaders
 - Comfortable leading in an adaptive and accountable environment
 - Fully engaged in work and ministry
 - Works well in team environments

- ▶ Large & Growing Church Mindset
 - Can imagine what their area needs to become as the church doubles in size
 - Has experienced larger church ministry