



# ILLUMINATE COMMUNITY CHURCH

## MINISTRY DESCRIPTION

### EXECUTIVE MINISTRY ASSISTANT – DISCIPLESHIP TEAM

**JOB TITLE:** Executive Ministry Assistant – Discipleship Team

**REPORTS TO:** Pastor for Discipleship, but serves the whole team

**HOURS/WEEK:** 40 hours

**FLSA DESIGNATION:** Non-exempt

**STAFF CATEGORY:** Ministry Support Staff

**OVERALL MISSION:** The mission of Illuminate Community Church is to know Jesus and make Him known throughout our community and world. Our vision is to be used by God to create redeeming communities of Christ followers now and for future generations in our city.

**SUMMARY OF POSITION:** The person called to this position ensures that the mission, vision, and values of Illuminate are carried out by assisting the Discipleship and Outreach Team in all matters of administration, communication, coordination and event planning, and for such other duties and responsibilities as agreed upon. The Executive Ministry Assistant will serve the Discipleship Team by serving the following current areas:

- Discipleship
- Local and Global Outreach
- Cornerstone
- Pastoral Care

**RESPONSIBILITIES:** Specific responsibilities include but are not limited to:

1. Maintain and prioritize the Pastor for Discipleship's schedule, including day-to-day and long-term scheduling, travel arrangements, and management of appointments, meetings, projects, and priorities.
2. Oversee and maintain the Discipleship Team's calendars and coordinate said calendars with the Discipleship Team and the Illuminate Community Church Main Calendar.
3. Coordinate the planning, timeline, and implementation of all Discipleship events in collaboration with the Discipleship Coordinator and Discipleship team leaders.
4. Serve as the primary communication liaison (distributing information, updates, presentations, etc.) for the Discipleship Team (through phone, email, text, snail mail, etc.).
5. Screen, redirect, and take messages for phone calls to Discipleship Team members.
6. Handle email, text, and snail mail inquiries, responding appropriately in a timely manner.

7. Draft and edit correspondence, articles, reports, and presentations; transcribe meeting notes.
8. Coordinate the editing and printing, distribution of all marketing, and event and general Discipleship communication.
9. Assist the Pastors on the team in balancing conflicting priorities to manage workflow, ensure the completion of essential projects, and meet deadlines.
10. Ensure the Pastors on the team are prepared for upcoming appointments by gathering materials necessary for each meeting.
11. Maintain and update an organized system of paper and electronic filing for Discipleship.
12. Maintain and update all database files for Discipleship.
13. When appropriate, process Discipleship ministry purchase orders and invoices, and collaborate with the Finance Office in preparing expense reports for the Pastorson the team.
14. Work as a member of the Illuminate Staff Team, willingly providing back-up support for co-workers when appropriate and actively supporting church initiatives.
15. Perform such other responsibilities as agreed upon.

**PHYSICAL DEMANDS:** Occasional light lifting – 20 lbs. or less. Constant sitting, typing and viewing a computer screen.

**QUALIFICATIONS:**

- A commitment to Jesus Christ and a life that demonstrates consistency with biblical standards, including compatibility with the church’s statement of faith and its governing values.
- High personal and professional integrity.
- Demonstrate a high degree of loyalty and the capability of protecting the confidentiality of sensitive matters related to the church.
- Computer literacy with knowledge of MS Office (Word, Outlook, Excel, PowerPoint, One Drive, etc.).
- Ability in, or willingness to learn Planning Center, MailChimp, and other software packages as required or adopted by the church for its operations.
- Excellent verbal and written communication skills in English; efficient and pleasant telephone and personal contact abilities.
- Excellent organizational abilities. Ability to work independently and meet deadlines. Ability to multi-task efficiently.

**NEEDED ATTRIBUTES:** Strong work ethic; excellent communication skills; diplomatic and gracious; values confidential nature of position; easy-going and level-headed; ability to shift priorities on short notice; proactive approach to assessing needs and providing what is necessary to meet those needs; interacts well with diverse personality types – team player; creative and resourceful – solutions oriented.