

Lead Pastor Admin

Our mission is to help as many people as possible become totally committed to Jesus Christ

Primary Description:

The Administrative assistant to the lead pastor is responsible for implementing and supporting the Lead pastor.

Status: Part Time (24 hours a week) M-W-F (9 am to 5 pm)

Lines of Accountability: Lead Pastor

Ministry Responsibilities:

1. Daily Shoreline Ministry

- Meet weekly with the Lead Pastor to work on schedule, special projects, and regular ongoing ministry responsibilities, and strategic meetings.
- Handle communication with all church members, visitors, and outside requests from those who want to meet , talk , or connect with the Lead Pastor. Review each request with gentleness and grace, helping determine if the Lead Pastor is the best staff member to help meet this need. Then, direct each person and request to the right staff member.
- Handle communication between Lead Pastor and staff members including setting up meetings with staff members and the Lead Pastor.
- Manage schedule for Lead Pastor by keeping a detailed calendar of all events, meetings, study times, and other items. Give the Lead Pastor reminders for upcoming meetings and deadlines.
- Receive weekly projects and assignments from Lead Pastor at the start of each week and execute these with excellence and a servant's attitude.

2. Special Projects and Events

- Partner with the Lead Pastor on specific larger events and projects that demand time and attention over a number of months (IE- Big Picture of the Bible, Organic Outreach Conference, Staff and L-Team Retreats / Training Events, Pastor's Round Table, and other big events as designated).

- Partner with other Management Team members on specific larger events and projects that demand time and attention over a number of months (IE- Summer Nights, Global Leadership Summit, other events).
- Manage these events in partnership with proper staff and volunteer teams to make sure all details are covered, schedules are kept, and objectives are met.
- Manage the details involved with bringing in special speakers for Shoreline services, conferences, and special events. This includes communication, travel, finances, contracts, and hospitality when they are at Shoreline.

3. Area-wide, National, and International Ministry

- Handle communication and requests for speaking/ministry from groups and ministries that want to have the Lead Pastor partner with them in their ministry efforts.
- Work with the Lead Pastor in getting all teaching materials to the contact person from various ministries in a timely way.
- Make sure all details for area, national, and international ministry trips are covered including: Travel, accommodations, teaching materials, ministry resources, and anything else that needs to be tended to.

4. Other

- Serve in a support and partnership role with the Lead Pastor in other ways as needed. (IE- Maintaining supplies in the Lead Pastor's office, setting up meals and reservations for special events, finding special items needed for creative preaching visuals...)

Therefore, since we are receiving a kingdom that cannot be shaken, let us be thankful, and so serve God acceptably with reverence and awe!

(Hebrews 12:28)