

**MISSION:**

To love and lead people to a life-changing connection with Christ.

**VALUES:**

Fun – We believe that having a good time together matters!

Impactful – We're committed to making a positive difference together in Jesus' name!

Growing – We are always moving toward God's best!

Creativity – We want to be imaginative, original, innovative and artistic for God's glory!

Accepting – We understand that we're all a work in progress, so all are welcome here!

Passionate – We insist on expressing enthusiasm and lively excitement about life in Christ!

Supernatural – We desire to encounter the presence of God and engage our spiritual gifts!

**PURPOSE:**

The Executive Assistant (EA) will support the Executive Pastors with administrative support and projects, assisting them to achieve the Vision and Mission of Centerpoint Church. The EA's role represents the XP & LP to staff, members, and guests, and as such carries the responsibility of confidentiality in all settings as well as professionalism and grace. This position supports an inviting, fun, and caring environment for everyone connecting to the XP & LP.

This position is 32–40 hours/week.

**ACCOUNTABILITY:**

The EA reports to both the Lead Pastor (LP) and the Executive Pastor (XP) and the EA's direct reporting supervisor is the Executive Pastor.

**FIT:**

The EA should be a positive and energetic person with a passion for the Lord and His work at Centerpoint! The right person is good with details, administration, and communication. This role interacts with all members of the church; staff, ministry leaders, volunteers, and attendees, directly representing our Lead Pastor. The role requires flexibility, confidentiality, and grace while dealing with emergencies and those that may be hurting.

It is expected that the person in this role is a regular attendee of Centerpoint's weekend services, is Spiritually mature, and is able to model the Christian life and financial stewardship. This person is a Covenant Member of Centerpoint Church and volunteers on a weekly basis outside of their regular work hours.

**KEY RESPONSIBILITY AREAS:****1. Direct administrative support**

**Provide professional, thorough, anticipatory administrative support to the LP & XP**

- Keeps LP & XP calendar, schedules appointments, and provides phone support
- Does weekly reviews LP & XP Calendar and provides LP and XP with prompts, reminders, and agendas for upcoming events and responsibilities, with anticipation of the preparations and prep time needed.
- Anticipates and schedules the prep time for upcoming responsibilities and events.
- Ensures LP & XP offices have supplies and needed resources (some errands required).
- Filing and clerical support as needed.
- Takes minutes at meetings.
- Compiles credit card reports for the LP & XP.
- Collects data based on church operations for Executive Pastor.
- Planning and prepping for onsite and offsite LP & XP-hosted meetings such as SLT off-sites, etc.
- Create an agenda for weekly or bi-weekly 1:1 with LP or XP, with all items ready for action or consideration\* (\*or provide content for such agenda based on situational awareness)
- Provide prompts, reminders, and pre-work for any upcoming actions or tasks that you know XP or LP must attend to.
- Purchase items needed for DLT hospitality: waters/chocolates for board meetings; waters and canned coffee for preacher green room.

## **2. Project coordination**

### ***Coordinate projects, initiatives, timelines, and scheduling of initiatives for LP & XP***

- Manages communication with staff, volunteers, and guests as needed.
- Coordinates or manages projects as assigned.
- Provide support and coordination to teams LP & XP are a part of (i.e. SLT, DLT, BOA, CPU, MEG, LMC).
- Anticipate and coordinate support and communication for the projects and initiatives of the LP & XP.
- Occasionally provide support for the LP & XP for special services (some weekends, not regularly), such as hosting a special guest on Sunday
- Support initiatives that the LP & XP implement.
- Assists with keeping LP & XP on top of production timelines, such as sermon series descriptions, decisions on events, content creation, preaching calendar, reports, etc.
- Manages all travel arrangements for LP & XP and guest speakers as needed.
- Monitor the pulse of the congregation (health, statistics, measures) through research and evaluation.
- Ensure staffing, facilities, and program initiatives of the LP & XP are appropriately and effectively aligned to best meet strategic goals.
- Manages expense reports on behalf of Executive Pastors.
- Assists with the management and communication to all Direct Reports of XP & LP.

## **3. Communications**

- Facilitate the communications needs of the LP & XP as required
- Assist with the development, design, writing, editing, production, and distribution of communication to staff and the broader church on behalf of LP & XP.
- Manage LP & XP's email accounts by reviewing, prioritizing, flagging urgent items, responding to unanswered email as prompted by LP or prompts LP for response, and capturing tasks or dates for their calendars and task lists.
- Communicate pertinent observations from the EA's perspective regarding how things are working at Centerpoint to the LP & XP.
- Assist with graphics, PowerPoint, and social media preparation as needed.
- Maintain an annual calendar of church meetings and events.
- Coordinate in-office events and meetings under the scope of the Directional Team (e.g., Team Rallies, Staff Fun Days, SLT Retreats and Off-sites, Staff Prayer, etc.).

#### **4. Event, Off-Site, & Meeting Planning**

##### ***Assist the LP & XP in planning and executing events with excellence***

- Coordinates in-office events and meetings under the scope of the LP & XP
- Anticipates calendar needs and aligns with ministry goals
- Manages communication with staff, volunteers, and guests as needed.
- Researches and suggests event concepts.
- Adheres to an event budget.
- Creates agendas and shares with necessary staff members.
- Fully coordinates day-of responsibilities from set up, purchasing, and tear down.
- Communicates and requests materials and support from other departments within the given time frame.
- Assures that the event aligns with the mission and vision of the department and Centerpoint.
- Maintains professionalism and brings a can-do spirit to challenging moments.
- Supports other EAs with events and additional duties as assigned.

#### **5. Finance & Data Management**

##### ***Provides consistent collection and entry of data, as well DLT budget management***

- Pays attention to detail when managing data.
- Responsible for maintaining and collecting necessary data for entry into the Rock platform and for Board reports, Team Rally celebrations.
- Produces results and maintains efficiency with no oversight.
- Tracks expenses according to appropriate categories, designations, and budget codes
- Reviews DLT budget and ensures expense alignment
- Creates a draft budget for the new fiscal year, with suggested projections based on prior year analysis
- Facilitates use of all proper forms as needed by LP & XP for check requests, mileage reimbursements, etc.

#### **6. Broad-based engagement:**

##### **Provide supportive engagement church-wide on behalf of the DLT**

- Provide back up support to the broader administrative support team as needed.
- Attend the coffee station of the LP/XP, ensuring it is stocked, clean, etc.
- Initiate staff connect meetings when you sense a tension or gap that the LP/XP may not be aware of
- Manages personal work time professionally, clocking in correctly and adhering to all labor laws, such as mandatory lunch break after 4 hours of work, and a ten-minute break every 4 hours.
- Conducts themselves in a Christ-like manner.
- Is called to serve the body of believers and to encourage them in their faith as a “God-ordained minister.”
- Counsels, prays, and serves those in need, physically and spiritually.
- Other duties as assigned.

#### **QUALIFICATIONS:**

- 1) Degree in Business or equivalent in experience and education
- 2) Experience in administrative management
- 3) Positive, outgoing customer service mentality with alignment to Centerpoint mission statement, vision, and values
- 4) Spiritual gifts of administration, service, discernment, and love for Jesus!

- 5) Proven ability to use and learn various office software, including, but not limited to; G Suite, database platforms, and data collection systems
- 6) It is expected that the person in this role is a regular attendee of Centerpoint's weekend services and is a member of Centerpoint Church. All Centerpoint staff volunteer to serve in some ministry area in addition to their paid position.
- 7) It is expected that the staff of Centerpoint Church will tithe to Centerpoint Church. The unique nature of the church is that our salary comes from the worshipful offerings of all of God's people. All CP staff are expected to participate in the same way, giving financially on a regular basis as a tither to further the mission of the church. We will never take for granted that God's people's giving allows us to receive part of our livelihood, and we will participate personally by tithing 10% of our income. This will help to create a culture of generosity, trust, and stewardship that makes our jobs with Centerpoint possible.

#### **PHYSICAL DEMANDS**

- 1) While performing the duties of this job, the employee is regularly required to walk, stand, sit, listen, and talk.
- 2) The position frequently involves moving cases of office supplies, janitorial, and hospitality supplies that can weigh up to 50 lbs.

#### **TIME EXPECTATIONS:**

- 1) This position is an hourly position.
- 2) Your weekly schedule will be coordinated by the Executive Pastors. It is expected that 80% of work time will be onsite/in person, and remote work times should be mutually agreed on with XP.
- 3) Attend 10:00 am Team Rally (*1st & 3rd Tuesday of the month*).
- 4) Attend quarterly all-staff events such as Leaders' Advance, Thanksmas party, etc.

#### **COMMITMENTS:**

- 1) Committing to daily time with God.
- 2) Participating in a Centerpoint small group on a regular basis.
- 3) Setting appropriate boundaries to protect their character and integrity.
- 4) Developing personal evangelism opportunities within and outside the church.
- 5) It is expected that the person in this role is a regular attendee of Centerpoint's weekend services, and is a member of Centerpoint Church. All Centerpoint staff volunteer to serve in some ministry area in addition to their paid position.
- 6) It is expected that staff of Centerpoint Church will tithe to Centerpoint Church. The unique nature of the church is that our salary comes from the worshipful offerings of all of God's people. All CP staff are expected to participate in the same way, giving financially on a regular basis as a tither to further the mission of the church. We will never take for granted that God's people's giving allows us to receive part of our livelihood, and we will participate personally by tithing 10% of our income. This will help to create a culture of generosity, trust, and stewardship that makes our jobs with Centerpoint possible.
- 7) Adhere to and encompass the qualities and characteristics required of Centerpoint Church employees, as defined by the Employee Handbook.

Centerpoint Church maintains an "employment at will" policy. This means that just as you are free to end your employment with Centerpoint at any time for any reason, Centerpoint is also free to end the employment relationship with you at any time for any reason, with or without cause or advance notice, as long as we do not violate any applicable federal or state laws.

By signing below, I certify that I have read the above information and understand that my employment with Centerpoint Ministries is at-will. I further understand that this is an interim position only at this time, as stated above.

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Pastor (Print)

\_\_\_\_\_  
Executive Pastor Signature

\_\_\_\_\_  
Date