

**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 Finance and Operations Executive Assistant (EA) provides high-level administrative and project support to the Director of Finance and Operations (DFO), enabling the DFO to effectively carry out the vision and mission of the business side of Centerpoint Church. Representing the DFO to staff, members, and guests, the EA models confidentiality, professionalism, and grace in every interaction.

This role contributes to a welcoming, joyful, and caring environment while ensuring smooth and efficient operations. The EA is a highly organized, relational individual who is passionate about advancing the mission of Centerpoint Church through the gift of administration and the spiritual gift of helps. In addition to directly supporting the DFO, the EA plays a key role in maintaining the church management system and coordinating a variety of tasks and processes within the Operations department.

Success in this role requires strong attention to detail, excellent communication, and the ability to prioritize and manage multiple tasks and projects effectively in a dynamic, ministry-focused environment.

**ACCOUNTABILITY:**

The EA will be accountable directly to the Operations Manager (OM) and will work collaboratively as a member of the Finance & Operations team.

**FIT:**

The EA is an integral part of the Finance & Operations ministry area and revels in the opportunity to play a supporting role in the transformative ministry of Centerpoint Church. The ideal candidate is highly organized and capable of prioritizing tasks and projects appropriately and effectively. This person must be able to keep themselves and others organized through a variety of workflow processes related to church event scheduling, form requests, and inbound communications/inquiries. The EA is someone who is resourceful, results-driven, and understands that positive relationships yield favorable outcomes in both individual and collaborative tasks or projects.

The candidate must possess strong written and verbal communication skills and both an affinity for and competency in learning and creatively leveraging new software and database solutions. They will value clarity and respect in what and how they communicate.

The EA is an incredibly reliable individual who is detail-oriented and capable of maintaining a professional yet friendly demeanor, even when faced with those who may be angry, frustrated, or hurting. They are capable of expertly managing their time and efforts to maximize the productivity of themselves and that of others. The best candidate can consistently guide conflict or tense situations to resolution in a manner that minimizes offense and maintains the potential for productivity and future collaboration.

## **KEY RESULTS AREAS**

### **1. Executive Assistance to the DFO**

- Administrative Support
  - Provide administrative assistance to the Director of Finance & Operations
  - Compile receipts and submit expense reports.
  - Prepare and distribute meeting agendas.
  - Purchase supplies and complete forms (e.g., check requests, reimbursements) as directed.
  - Perform other tasks as assigned by the DFO.
- Communication & Coordination
  - Maintain confidentiality with all sensitive information and communications.
  - Assist with managing calendars, scheduling meetings, and handling email correspondence. Communicate with volunteer teams and assist ministry leaders with routine tasks.
- Schedule & Project Management
  - Monitor staff availability and manage daily presence.
  - Serve as a courteous gatekeeper to protect DFO time and focus.
  - Support events and special projects as needed.
  - Coordinates in-office events and off-site retreats and meetings under the scope of the DFO.
  - Assist with writing letters and responding to inquiries.
  - Assist with formatting in Google docs and other platforms
  - Assist with formula creation and maintenance of Google Sheets to support the budget

### **2. Events Calendar Management**

*Coordinate and facilitate event & form requests in the church management system to maintain an accurate church events calendar, avoid schedule collisions, and keep facilities usage efficient and organized.*

- Be knowledgeable of weekly events and details and troubleshoot potential schedule conflicts as appropriate.
- Create a weekly event schedule that includes accurate setup details for the Facilities Manager.
- Responsible for maintaining and improving the forms request and creation process.
- Create forms according to requests from ministry leaders and team members; deliver quality final product and delegate “management” of the new form to the appropriate individual(s).
- Collaborate with Special Events Coordinator and Ministry Leaders to ensure that processes related to events and forms are easy to navigate, cohesive, and comprehensive.
- Miscellaneous other duties as assigned or approved by the OM.

### **3. Rock Management, Maintenance, and IT Support**

*Maintain accurate records in the church management system and ensure the various processes and functions it performs are simple and accessible to appropriate volunteer and staff team members.*

- Create and maintain an operating manual for staff & volunteers that regularly utilize the ChMS.

- Aid staff & ministry leaders in performing routine tasks in Rock including: various request forms, editing & managing forms, group management, and membership records.
- Perform various routine maintenance tasks within the ChMS: duplicate merging, forms matching, permissions audit, group clean up, forms review, and others.
- Various database projects as directed by OM & in collaboration with the IT Consultant.
- Work with Ministry leaders to create and facilitate efficient workflows within the ChMS according to the needs of the ministry and the goals and scope of the Operations department.
- Maintain accurate profile notes for church members, attendees, and guests as is appropriate while protecting the confidentiality of any sensitive information involved.
- Monitor various public-facing email accounts, including info and request lines.
- Provides IT support by performing routine tasks related to Google Workspace administration, Slack administration, and other IT systems or software programs.
- Miscellaneous other duties as assigned or approved by the OM.

#### **4. Human Resources Administration**

*Maintain human resources policies, procedures, and processes to ensure consistency and quality in the team member experience.*

- Job description management
  - Maintain an organized filing system for all approved job descriptions
- Recruiting and Interviewing
  - Ensure the website is updated with accurate and engaging job postings.
  - Review incoming resumes and cover letters, routing them to the appropriate managers for evaluation.
  - Coordinate and schedule interviews, ensuring a smooth process for all parties involved.
  - Act as the primary point of contact for candidates, fostering a welcoming and professional communication experience.
- Work with OM to ensure an accurate onboarding and orientation process.
- Work with OM to ensure that Centerpoint Church is compliant with all new HR laws and regulations.
- Keep and maintain all confidential employee files.
  - Ensure appropriate separation for privacy
  - Audit for completeness
- Employee Performance Management
  - Maintain appropriate staff performance review files.
  - Maintain and train staff on performance evaluation systems.
  - Coordinate staff evaluations and ensure their completion.
- Ensure that employees and volunteers have appropriate mandatory training and are up to date with their background checks.

#### **QUALIFICATIONS:**

- 1) Experience in administrative management; minimum of 2 years experience
- 2) Demonstrated expertise in Google Workspace (Docs, Sheets, Slides, Drive, Gmail, Calendar, and Forms)
- 3) Positive, outgoing customer service mentality with alignment to Centerpoint's 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 Google 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.

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.

**TIME:**

This position is non-exempt at 32 - 40 hours per week. As a member of the Centerpoint staff team and the Finance & Operations ministry area, it is your responsibility to fulfill the expectations of this role, the execution of assignments, and ensure collaboration with other departments and ministry areas through clear communication, modeling healthy teammanship, and practicing appropriate work/life balance. Staff team members are expected to be able and willing to adapt to the ever-changing needs of the ministry and relentlessly pursue the alignment of individual and department goals with the mission and vision of Centerpoint Church.

**CONDITIONS:**

- Candidates must be cleared through a background check
- Employees will be members of the local church and amenable to the values and doctrine of the Free Methodist Church
- Commit to embracing and demonstrating the values of the church
- Commit to working as a team with people and departments
- Be respectful and kind in all your dealings with staff, volunteers, and the people we serve
- Develop your unique voice within the team
- Read and agree to abide by the policies of our 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 affirm that I have read the above information and understand that my employment with Centerpoint Ministries is at-will.

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Employee Name (Print)

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Employee Signature

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Date

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Supervisor (Print)

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Supervisor Signature

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Date