

**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 Lead Pastor (LP) and Executive Pastor (XP) with administrative support and projects, assisting them to achieve the Vision and Mission of Centerpoint Church. The EA's role represents the LP & XP 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 LP & XP.

The EA serves not only as an assistant but also as a project manager, event and logistics coordinator, operations manager, and strategic thinker, keeping a watchful eye on the pulse and temperament of the staff and providing insight into team health. As an EA, your role is to make your leaders look like geniuses by anticipating their needs, executing with excellence, and ensuring they are consistently set up for success. You operate proactively so that nothing slips through the cracks and everything they lead is positioned to thrive.

**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 the Lead Pastor and Executive Pastor. The role requires flexibility, confidentiality, and grace while dealing with emergencies and those who may be hurting. This person quickly adapts to changing situations, applies creative problem-solving skills, maintains confidentiality, and embodies a can-do attitude. They are enthusiastic and portray joy for the ministry while having a genuine interest in others.

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 Partner of Centerpoint Church and volunteers weekly outside of their regular work hours.

This is a 32–40 hour/week hourly position.

**IDEAL SPIRITUAL PROFILE:**

1. Spiritual Engagement: Desiring to encounter the presence of God, they actively engage in spiritual practices and foster a deep connection with faith.
2. Spiritual Gifts: They utilize and develop their spiritual gifts to contribute to the community's growth and well-being.
3. Empathy and Compassion: A deep understanding and sensitivity to the needs of others.

## QUALIFICATIONS & CHARACTERISTICS

### The Executive Assistant should be someone who:

- Holds a degree in Business or has equivalent education and experience
- Has experience in administrative management
- Demonstrates spiritual gifts of administration, service, discernment, and a deep love for Jesus!
- Has a positive, outgoing attitude and aligns with Centerpoint's mission, vision, and values
- Possesses strong verbal and written communication skills with the ability to connect across diverse audiences
- Purpose-Driven: Their work aligns with a higher purpose, aiming to create meaningful and lasting impacts in every task.
- Adaptable: They are Open to change and new experiences, and they embrace opportunities to evolve and improve.
- Innovative Thinking: Imaginative, original, and innovative, they constantly seek new and better ways to serve and glorify God.
- Problem-Solving: Their creative approach enables them to find unique solutions to challenges, making them invaluable in a dynamic environment.
- Organizational Excellence: Demonstrated ability to manage multiple tasks and priorities efficiently.
- Be a gatekeeper: Be courteous to each person while protecting the staff team's time.
- Proven ability to use and learn various office software, including, but not limited to, Google Suites, database platforms, and data collection systems

## RESPONSIBILITIES:

### Administrative Support:

- Provide professional, thorough, anticipatory administrative support to the LP & XP
- Maintain LP & XP calendars, schedule appointments, and provide phone/email support
- Access LP & XP's emails to filter and flag urgent messages and reroute or delete unnecessary items
- Create agendas for weekly or bi-weekly 1:1s with the LP or XP, including clear call-to-actions (CTAs), prompts, and any necessary pre-work, ensuring projects continue to move forward and noting follow-up dates for items that need to be revisited
- Ensure LP & XP offices are stocked and resourced (includes occasional errands)
- Filing, clerical support, and minute-taking at meetings
- Monitor and research church health indicators and statistics
- Collect and organize data and reports related to church operations

### Recurring Administrative Responsibilities:

- Monthly - Prepare and submit monthly Certify expense reports for yourself, the XP, and the LP, ensuring all reports are completed and submitted by the 5th of each month
- Monthly - Prepare the Board agenda in collaboration with the Board President; collect reports from the LP, XP, and Treasurer; and send the finalized agenda to the Board by end of day Tuesday during the week of the scheduled Board meeting (Monthly on the fourth Thursday).
- Quarterly - Work with the LP to get the Quarterly Giving Statement Letter to Finance.
- Annually (March) - Work on DLT budget with the XP to present to LP
- Annually (January) - Collect data needed for the FMCSA Annual Report (collaborate with finance and LP. LP will submit)
- Annually (February) - Connect with the LP about collecting delegate names for FMCSA reporting
- Every three years - Connect with the XP/LP about revising the Bylaws based on the Book of Discipline,

which is revised every 3 years (last revision: 2023)

**Project & Event Management:**

- Manage projects, initiatives, CTA's, and timelines for LP & XP
- Support and track production timelines (sermon series, preaching calendar, events, etc.)
- Manage all travel and hospitality arrangements for LP & XP and guest speakers
- Provide occasional weekend support for LP & XP during special services
- Create and maintain lists for Delegates, Delegate Reserves, Board Members, MEG Board, and SLT—include contact info, birthdays, and years of service

**Recurring Administrative Responsibilities:**

- Coordinate and execute Directional Team events (SLT Retreats, Monday Prayer, etc.)
- Coordinate LP & XP-hosted meetings and off-site retreats (e.g., SLT, DLT, BOA, CPU, MEG, LMC)
- **LP Christmas Prep (Annual – begin in October):**
  - Research and coordinate Christmas gifts for the staff and board Christmas party
  - Connect with LP regarding Top Giver gifts; coordinate and send by late November.
  - Remind LP to book and take family Christmas photos for Christmas cards (late Oct–early Nov).

**Communication & Representation:**

- Manage communication with staff, volunteers, and guests on behalf of LP & XP
- Develop, design, edit, and send communications (email, social media, presentations)
- Assist with PowerPoint, graphic design, and occasional social media preparation
- Represent LP & XP with professionalism, kindness, and confidentiality

**Recurring Administrative Responsibilities:**

- Keep an annual calendar of church events and key meetings

**Leadership & Organizational Health:**

- Assist in managing communication with direct reports of the LP & XP
- Anticipate communication and operational needs and respond proactively
- Ensure initiatives are aligned with church goals and facilities, programs, and staffing support those goals
- Initiate staff connect meetings as needed to flag tensions or gaps

**Team Support & Ministry Mindset:**

- Pinch-hit with the broader admin team as needed
- Maintain the LP/XP coffee station (stocked, clean, ready)
- Conduct themselves in a Christ-like manner on-site, off-site, and online
- Pray for and serve those in need, physically and spiritually
- Other duties as assigned

**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 on-site/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.

**CONDITIONS:**

- 1) Candidates must be cleared through a background check
- 2) Employees will be members of the local church and amenable to the values and doctrine of the Free Methodist Church
- 3) Commit to embracing and demonstrating the values of the church
- 4) Commit to working as a team with people and departments
- 5) Be respectful and kind in all your dealings with staff, volunteers, and the people we serve
- 6) Develop your unique voice within the team
- 7) Read and agree to abide by the policies of our Employee Handbook

It is expected that the person in this role is a regular attendee of Centerpoint's weekend services and a Covenant Partner of Centerpoint Church. All staff members are also expected to volunteer in a ministry area beyond their paid position.

Additionally, Centerpoint staff are expected to tithe to Centerpoint Church. Our salaries are made possible by the worshipful offerings of God's people, and we honor that sacrifice by participating in the same way—giving regularly and faithfully. Tithing 10% of our income helps us cultivate a culture of generosity, trust, and stewardship, acknowledging with humility that the church's mission is sustained by the shared faithfulness of its people.

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.

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Employee Name (Print)

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Employee Signature

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Date

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Executive Pastor (Print)

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Executive Pastor Signature

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Date