

Administrative Assistant to the Lead Pastor

Reports To

Lead Pastor

Position Summary

The Administrative Assistant to the Lead Pastor provides high-level administrative, organizational, and communication support to ensure the Lead Pastor can focus on teaching, leadership, and shepherding. This role serves as a key gatekeeper and coordinator, handling sensitive information with discretion and facilitating effective communication across staff, leadership, and the congregation.

Key Responsibilities

Executive Support

- Manage the Lead Pastor's calendar, including scheduling meetings and prioritizing requests
- Coordinate logistics for meetings, events, and travel
- Prepare agendas, documents, and follow-up items

Communication & Coordination

- Serve as a primary point of contact for communication directed to the Lead Pastor
- Draft and manage correspondence on behalf of the Lead Pastor
- Ensure timely follow-up on requests and action items

Leadership & Staff Support

- Coordinate meetings with staff, elders, and ministry leaders
- Track key decisions, deadlines, and priorities
- Assist in organizing leadership retreats and planning sessions

Confidentiality & Discretion

- Handle sensitive information with integrity
- Exercise sound judgment in filtering requests

Administrative Operations

- Maintain organized filing systems
- Track projects and ensure progress
- Assist with documentation and reports

Qualifications

Required:

- 3+ years of administrative or executive assistant experience
- Strong proficiency in Microsoft Office tools
- Excellent communication skills
- Ability to handle confidential information
- Strong organizational and time-management skills

Preferred:

- Experience in a church or nonprofit
- Familiarity with church management systems
- Experience supporting senior leadership
- Member of Cedar Creek Church

Skills & Competencies

- Discretion and trustworthiness
- Attention to detail
- Proactive mindset
- Strong interpersonal skills
- Ability to manage multiple priorities
- Servant leadership mindset

Work Environment / Schedule

- Primarily office-based
- Weekday hours with occasional evenings/weekends
- Flexible based on Lead Pastor's schedule

Key Relationships

- Internal: Lead Pastor, Executive Director, staff, elders
- External: Congregants, ministry leaders, vendors

Success Metrics (First 6–12 Months)

- Well-managed calendar with minimal conflicts
- Timely and clear communication
- Effective meeting coordination
- Improved follow-through on tasks
- Trusted partnership with Lead Pastor

Compensation & Classification

To be determined based on experience and role structure

Mission & Culture Alignment

- Supports mission and values of the church
- Models integrity and humility
- Promotes unity and servant leadership

Disclaimer

This job description is intended to describe the general nature of the role and is not exhaustive. Responsibilities may change as needed.