

## Position Focus

1/2012

1. Position Title Executive Ministry Associate
2. Reports to Dianna Townley, Church Administrator
3. Responsible for Assisting Pastor Steve, Pastor Dick, Rebecca Buckalew and office staff, maintaining office equipment, purchasing office supplies, overseeing connections volunteers and areas, office volunteers, maintaining church membership records, overseeing prayer ministries and mailbox system
4. Relates closely to Pastors, Directors, staff, volunteers
5. Purpose of Position Support Teaching Pastor and Caring Ministry Pastor as well as serve the church body regarding administration. Manage most aspects of the church office.
6. Strengths, gift, talents
  - a. Trustworthy
  - b. Ability to keep confidences
  - c. Administration and computer skills
  - d. People skills
  - e. Organizational skills/ability to multi-task
  - f. Flexibility
  - g. Willingness to learn new things
  - h. Knowledge of creating a budget and/or bookkeeping helpful
  - i. Servant attitude
  - j. Prayer warrior
7. Ongoing Responsibilities
  - a. Support Pastor Steve, Pastor Dick, Rebecca Buckalew with administrative support, calendar scheduling, assist Caring Ministry with I.M. Workshops and seminars
  - b. Maintain office supplies and machines
  - c. Provide yearly budget for Administration and keep expenditures within it
  - d. Oversee some office volunteers and 1 associate staff
  - e. Maintain Connection/Guest Central areas and volunteers
  - f. Administration support for Elder Board and General Board regarding meetings, elections, membership
  - g. Administrate and maintain prayer ministry
  - h. Support database, answer phones, oversee attendance
8. Approximate hours per week - 40