



## **Executive Assistant to the Lead Pastor & Communications Director Position Description**

**Employment Type:** Full-time, Hourly

**Position Summary:** The Executive Assistant/Communications Director reports to the Lead Pastor. The broad purpose of the Executive Assistant to the Lead Pastor is to provide administrative support to the Lead Pastor and the Elder Board as they implement the mission and vision of Cornerstone Church.

The role of the Communications Director is to manage the flow of communication to the church family, ensuring they understand and know how to personally engage in Cornerstone's mission of L.E.A.D. The Communications Director will also work collaboratively with the Pastoral Administration Team to develop and implement communication campaigns, taking frontline responsibility for their timely and professional execution.

### **Personal Requirements:**

- A committed Christian who loves Jesus Christ and is a member of Cornerstone Church.
- Can authentically represent the heart and vision of the Lead Pastor to the church family, church staff, Elders and those outside the church.
- Is genuine and gracious with people.
- Has demonstrable integrity, discretion, and the ability to maintain confidentiality.
- Able to function at a high level in a deadline-driven work environment, demonstrating initiative and flexibility as part of the administrative team.
- Leads by example, particularly with regards to the broader administrative staff.
- Familiar with Cornerstone's constitution, by-laws and policy manual.
- Experienced and proficient with office machinery (phones, computers, printers, copies, etc.) and programs (Word, Excel, Publisher, Outlook, Church Community Builder) and/or aptitude for learning programs, office skills and protocol.

### **Relationships:**

- Directly accountable to the Lead Pastor.
- Serves as a member of the Communication Team.
- Oversees the Webmaster, Social Media Director, and Visual Media Director.
- Serves as a member of the Pastoral Administrative Team.

## **Responsibilities:**

Lead Pastor Support: Provide the Lead Pastor with Administrative Support, permitting him to make his highest and best contribution to the ministry of Cornerstone Church.

Responsibilities include:

- Schedule and protect the Lead Pastor's time by handling appointment requests, and phone calls. Cue Pastor in advance of his daily schedule.
- Attend meetings and conferences with the Lead Pastor as a personal assistant as requested.
- Sermons:
  - Formats and print weekly sermon outlines and post on website for download.
  - Manages the sermon series schedule for staff distribution, including sermon information, Cornerstone Life segments, special all-church events, online chat hosts, Elder-on-duty, video announcements, etc.
  - Maintains hard copy files of each sermon and organize by category in Lead Pastor's office.
- In support of weddings, processes premarital counseling answer sheets and handles marriage licenses in accordance with established protocols.
- Manage tour group arrangements for the church's biennial trip to the Holy Lands, including coordination with travel agents, managing trip attendees, handling finances, and providing educational materials.
- Arrange hospitality (hotel, transportation, special requests) for guest speakers, musicians and employment candidates.
- Proofread articles, booklets, and projects developed by the Lead Pastor.
- Maintain an inventory of the Lead Pastor's books for ministry use and weekend sales.
- In collaboration with the Facilities Coordinator, provides hospitality for worship team members during the annual celebrations of Christmas and Easter.

Communications Director: Is responsible for the timely execution and professional quality of churchwide communication-related initiatives.

Responsibilities include:

- Translates the Lead Pastor's vision into communication goals and campaigns to advance the church's mission and vision.
- Collaborates with the Executive Pastor and Production Director to execute effective communication campaigns that serve the church family and as needed, the public.
- Promote the increased professionalization of Cornerstone's communication efforts in line with the PAT's vision and direction.
- Manages pertinent sections of the church website, proactively suggesting ideas to keep them current and relevant.

- Exercise managerial oversight for the positions of Webmaster, Social Media Director and Visual Communications Director. Ensure that their work is completed in a professional and timely manner.
- Facilitate staff training on communication-related competencies.
- Provide day-to-day enforcement of the church branding guide.
- Oversee the development and production of weekly communication tools including the church bulletin, mid-week email and announcement slides. Exercise authority to draft and publish materials representing Cornerstone Church.
- Serve as the subject matter expert on Church Community Builder, maximizing the use of the system to advance the church's mission.
- Manage a system that ranks communication needs across ministries; leverage appropriate communication channels for messaging at different priority levels.

Elder Board Support: Provide general administrative support for the Elder Board.

Responsibilities include:

- Maintain hard copy and electronic files on site and create a back-up on an external hard drive twice per year.
- Produce a monthly Elder-on-Duty schedule for weekend services.
- Collaborate with the Church Administrator to maintain the Policy Manual by sharing any necessary updates.
- Provide administrative support to the elder selection process and annual meeting. Create ballots, format candidates' bios, and communicate with church membership regarding upcoming balloting/elections.
- Ensure sufficient materials are on-hand for Membership Orientation classes.
- Process membership applications and manage new member documentation, including approval notifications and official welcome dates.
  - Update online database when church family members' status changes.