

Sunnyvale Presbyterian Church

Executive Assistant to the Head of Staff

Position Overview

The Executive Assistant to the Head of Staff-coordinates and facilitates all the details and logistics for the ministries the pastor oversees. Primary responsibilities include worship management, session logistics, and general administrative support to the pastor. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification but is intended to accurately reflect the principle job elements.

Essential Duties & Responsibilities

A. Worship (approx. 24 hours/week)

- Maintains and updates the Planning Center Online (PCO) for worship planning (2 hours/week)
- Prepares and prints Sunday service bulletins for all worship services (bulletin layout, announcements, etc.) (8 hours/week when holding in-person worship))
- Schedules and coordinates bulletin inserts and special worship elements (moment for children, focus on mission/ministry, etc.) (1 hour/week)
- Maintains worship Blue Book, which provides long-range worship planning information (1 hour/week)
- Communicates with lay leaders and worship leaders, sending them the weekly worship documents (2 hours/week)
- Coordinates all aspects of baptisms in accordance with the Book of Order (4-5 hours each baptism)

- Coordinates session examination of new members and confirmands and their reception in worship services (2-3 hours each time we receive new members)
- Update and schedule weekly electronic worship focus (1.5 hours/week)

B. Session (9 hours/month + 40 hours/year)

- Collates and coordinates all session information with Head of Staff and chair of council (2-3 hours/month)
- Edits and archives monthly session minutes, annual congregational meeting minutes, and special congregational meeting minutes (2-3 hours/month)
- Prepares and distributes monthly session agendas, minutes, and supporting documentation (2-3 hours/month)
- Coordinates annual session retreat, new officer training, and monthly meetings, etc. (35-40 hours/year)
- Prepares the official session minutes book and updates monthly (1 hour/month)

C. Program Staff (4 hours/week)

- Prepares weekly meeting agenda (1 hour/week)
- Takes, distributes, and archives meeting minutes (3 hours/week)
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D. Head of Staff Support (3-5 hours/week)

- Represents the Head of Staff in communicating with other staff

- Manages Head of Staff calendar, schedules phone calls and appointments and follows up on messages (2 hours/week)
- Maintains calendar for one-on-one staff/congregant meetings
- Insures that ministry area meetings are included on Head of Staff calendar
- Coordinates logistics for meetings held by Head of Staff, including setting up Zoom meetings, making room/facility reservations, set up, food, media, etc.
- Prepares materials to support activities and programs led by the pastor
- Processes pastoral expenses

E. Other (less than 1 hour/week)

- Emails welcome letters to visitors/new attendees (10-20 minutes/week)

**Performance
Expectations**

- Incumbent will
 - Complete all tasks in a timely manner
 - Take initiative
 - Have a positive attitude
 - Be results-oriented
 - Be dependable and responsible
 - Continue to grow through continual learning
 - Relate positively with other staff
 - Be helpful to members of the Congregation
 - Show discretion with congregational and leadership communications that are confidential in nature

Working Relationships

- Reports to Head of Staff
- Works as a colleague with others in allied ministries

Review Process

The “Position” is reviewed annually by the “Supervisor” in accordance with the policies and procedures of the Personnel Ministry Team