



Business Assistant

Reports to:	Lead Pastor	Effective: September 24, 2026
Directly Supervises:		
FLSA:	Exempt	
Status:	Half-Time	
Salary Range:	\$19,000-21,000/year	

Job Summary

The Business Assistant will oversee Trinity's business relationships, act as a liaison for financial matters, and oversee building and property issues.

Essential Functions:

- Establishes, coordinates, and maintains business relationships with institutions and contractors used by the church
- Acts as a liaison between the church's accountant and the members, staff, and church committees
- Monitors and manages building upkeep and repair, reports building status, and requests building improvements with Pastor and church committees
- Facilitates annual budget process with co-workers, Pastor, and church committees

Other Responsibilities:

- Accurately maintains, complies with, and documents personnel files
- Along with the Director of Child Care Operations, establishes and maintains employee benefits as determined by the Staff Parish Relations Committee
- Attend occasional evening committee meetings as requested by Lead Pastor

Minimum Qualifications:

- A business or office skills-related degree preferred
- Managerial experience preferred
- Must pass a background check and maintain Safe Gatherings certification (provided)

Physical Requirements:

- Ability to lift up to 25 lbs.
- Mobility to move light furniture, set up tables and chairs

Business Assistant

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Core Competencies:

- **Mission Ownership:** Demonstrates understanding and full support of the mission, vision, values, and beliefs of Trinity UMC. Can teach those values to others. Leads his/her team to identify unique mission and vision, which is in line with the mission and vision of Trinity UMC.
- **Interpersonal Skills:** Demonstrates the ability to lead others. Demonstrates the skills of active listening and openly accepts criticism. Productively engages and resolves interpersonal conflict. Holds others accountable in a spirit of love. Engages people positively, with a demeanor of optimism and abundance.
- **Management Skills:** Demonstrates commitment and flexibility in scheduling regular coaching session with those in his/her span of care. Understands his/her leadership style and temperament type and adapts leadership behaviors to meet the needs of the situation. Delegates, empowers and holds leaders accountable. Marshals resources (people, funding, material, support) to get things done.
- **Problem Solving:** Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at analysis; looks beyond the obvious.
- **Process Management:** Good at figuring out the processes necessary to get things done; knows how to organize people and activities; understand how to separate and combine tasks into efficient workflow.
- **Technology:** Demonstrates competence in using both existing software required for Essential Functions and the ability to adapt to new software and methods as technology develops.
- **Adaptation & Flexibility:** Open to new ways of doing things as the context for ministry changes over time. Able to adapt communication style and methods based on effectiveness while maintaining sensitivity for when change is needed.

Employee _____ Date _____

Supervisor _____ Date _____