

Executive Ministry Assistant

Reports To: Lead Pastor

Position Type: Full-Time / Salaried

Pay based on skill set and experience

Position Summary:

The Executive Ministry Assistant serves as a vital support to the pastoral and ministry teams of Legacy Church by coordinating schedules, managing church facilities, leading volunteer teams, and assisting in the execution of events and ministry operations. This role requires a high level of organization, communication, and leadership development ability.

Key Responsibilities

Administrative Support:

- Coordinate and schedule meetings among pastors, ministry leaders, and key teams.
- Maintain church-wide calendars and communicate scheduling needs clearly across departments.
- Take meeting minutes when needed and follow up on action items.

Event & Ministry Coordination:

- Assist in the planning, setup, execution, and follow-up of ministry events, church-wide initiatives, and special services.
- Create and manage online event registrations, ensuring smooth communication with attendees before and after events.
- Work with ministry leaders to ensure alignment, excellence, and timely execution of events.

Facilities Management:

- Oversee facility usage and scheduling, ensuring spaces are prepared and resourced for meetings and events.
- Liaise with custodial/maintenance staff or vendors to ensure facility cleanliness, maintenance, and readiness.
- Track and order necessary facility or office supplies as needed.

Volunteer Development:

- Identify, recruit, and onboard new leaders and volunteers to serve in various ministry teams.
- Develop and lead events teams ie: seasonal outreach events (set-up, hospitality, follow-up).
- Provide training, encouragement, and leadership development to team leads and volunteers.

Communication & Follow-Up:

- Send out ministry communications, reminders, and updates via email, text, and other platforms.
- Serve as a point of contact for attendees or registrants needing support or information before and after events.
- Maintain effective communication between departments and volunteers to ensure alignment.

Project Support:

- Assist with ministry-wide projects and seasonal initiatives (e.g. Easter, Christmas, outreach campaigns).
- Support creative brainstorming and implementation of new ministry ideas or processes.
- Maintain organizational systems for files, documents, and forms.

Ideal Qualifications:

- Strong organizational and communication skills
- Ability to handle multiple priorities and meet deadlines
- Confident in leading volunteers and developing teams
- Submitted to the direction of Pastoral leadership

- Familiarity with church database and event platforms (e.g. Planning Center, Mailchimp, etc.)
- A servant-leader mindset with a heart for the mission and people of Legacy Church

Desired but not required

- Website design skills
- Graphic design skills
- Social media management skills

Skills and Giftings:

- A passion for the Gospel of Jesus
- A passion for intergenerational ministry
- Team building skills
- Humility & growth mindset
- Visionary & strategic thinking
- Hospitable heart and home
- A value for generous & biblical living
- Relevant education & experience

Reflect our 5 values:

- Faithful To The Word
- Presence Driven
- Radically Hospitable
- Uncommonly Generous
- Valuing Everyone

Commitment to Legacy Church's Mission & Vision:

We exist to: *Follow Jesus. Love and serve People. To carry the message of Hope For All.* Because of this, our vision is to provide an environment and opportunity for all people to meet and follow Jesus, positively influence our community through our hospitality and generosity, and equip and oversee leaders so they may be sent to share the message of hope for all.

Please reach out with any question and/or resumés to Pastor Tony Núñez:

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