

EXECUTIVE ASSISTANT OF THE CHURCH

Executive Assistant's Role Responsibilities:

- Managing the office during critical hours. Our open hours (Tues.- Friday.) for the availability of the building to members and hired workers as needed. (20 hours weekly, **9am-2pm**)
- Overseeing church visitors during working hours and providing critical support for events
- Managing administrative requests and queries from church pastors, staff, elders, and trustees.
- Organizing church calendar
- Maintaining and organizing member database
- Providing regular reports of membership and finances, etc. to ministry leaders as needed.
- Providing church analytics to CMA once a year.
- Recording minutes at staff meetings required and providing copies to participants.
- Maintaining the facility such as overseeing key distribution, security protocol, arranging outside contractors as needed for repairs and overseeing maintenance contracts.
- Organizing and distributing church workorders.
- Providing accurate accounting of expenditures from staff and ministry leaders to our bookkeeper.
- Providing travel, retreat and meeting arrangements for staff and retreats.
- Managing custodial staff and be the liaison to the Trustee chairperson.
- Order office supplies and research competitive suppliers
- Developing and overseeing an office team of volunteers for General Office duties below.

General Office Responsibilities: (For you and/or your volunteer staff)

- Answering and directing phone calls
- Scheduling appointments and church activities along with reminders to the parties involved, i.e. calendar management
- Writing, distributing, and replying to email, correspondence, letters, faxes and forms
- Handling Weekly Guide requests
- Managing the church email account.
- Recording attendance and maintaining new visitor information.
- Maintaining, updating, and distributing office policies and procedures as needed.
- Providing Building Usage Policy, applications and contracts.
- Providing oversight during church events such as VBS, Church Picnic, etc. to handle unexpected needs and emergencies
- Assisting new member program (Steps 1-3).
- Compose and print copies of the church guide weekly. Also insert flyers as needed before Sunday service.
- Be available Sunday mornings prior to service for staff needs (volunteer only)

What skills does the Executive Assistant need?

The ideal candidate should have excellent oral and written communication skills and be able to organize church work using tools like MS Excel, Word, and PowerPoint. Should be able to handle all office equipment. Flexibility, politeness, and a proficiency of details is really basic to this job. Being task oriented and organized is also essential. You should take pride in completing the tasks well and on time with a minimal of help

Ultimately, a successful Executive Assistant should ensure the efficient and smooth day-to-day business operation of our church office and building.

Miscellaneous:

- Expected work hours are a minimum of 20 hours weekly, Tuesday through Friday, 9am-2pm
- Your supervisor will be the Administrative Director or to whomever he appoints in his absence.
- You will be paid a salary based on skill level with 15 days of PTO (Paid time Off) after 6 months. PTO cannot be carried forward into the next church calendar year. Unused PTO will not be reimbursed.
- Paid PTO will be extended for bereavement as follows: 10 days for loss of spouse, child, grandchild. Nonpaid PTO will be 3 days for loss of direct family member such as grandparents, siblings, aunts, uncles, cousins, nieces, or nephews. One may exercise use of their regular paid PTO if so desired.
- There is no PTO available during Easter week, VBS week, Church Picnic week, or the month of December until Christmas. Major holidays such as Christmas, Thanksgiving, New Year's Day, Labor Day, Independence Day and Memorial Day will be unpaid days off. When the holiday day falls on a Monday, there is no alternate day provided unless declared by the church.
- Evaluations will be at the 30,60 and 90-day mark before the job is offered permanently.
- Thereafter regular evaluations will be conducted by the Administrative Director or his appointed representative.
- This is a part time position, so no benefits are available.

Other Qualifications:

Because you are representing HCC via this position:

- You must be morally sound as befitting to working in a church and have references from a member of the clergy.
- Must be in agreement with the Doctrine of the Harvest Community church found in Article 3 of its constitution and bylaws. (See Addendum)
- Does not have to attend HCC services but should be a part of a church community locally.

Reasons for Termination:

- Working under the influence of alcohol or non-prescription drugs.
- Lack of skills as described in the job description
- Poor attendance or tardiness
- A lifestyle that does not align with the doctrines of the church.
- Unable to work with staff and church leadership in a mutually satisfactory relationship.

Addendum A

ARTICLE 3 of HCC Constitution – DOCTRINAL STATEMENT

The Article 3 and these bylaws do not exhaust the extent of our faith. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of church doctrine, practice, policy, and discipline, our elders are our church's final interpretive authority on the Bibles' meaning and application.

THE SCRIPTURES

We believe the sixty-six books of the Old and New Testaments of the Bible to be the full record of God's self-disclosure to mankind. Different men, while writing according to their own styles and personalities, were supernaturally moved along by the Holy Spirit to record God's very words, inerrant in the original writings. Therefore, those applying themselves to study its literal, historical-grammatical context can accurately understand God's Word. The Bible is fully trustworthy as our final and sufficient authority for all of life (2 Timothy 3:16-17; 2 Peter 1:20-21).

GOD

We believe in the one living and true God, eternally (John 17:3) existing in perfect unity as three equally and fully divine Persons: the Father, the Son, and the Holy Spirit (Matthew 28:19-20). Each member of the Godhead, while executing distinct but complementary roles in redemptive history, has precisely the same nature, attributes, and being, and is equally worthy of the same glory, honor, and obedience (John 1:1-4; Acts 5:3-4).

THINGS TO COME

We believe in and expectantly await the glorious, visible, personal, return of the Lord Jesus Christ. The blessed hope of His return has vital bearing on the personal life, service, and mission of each believer (1 Thessalonians 4:13-18). We believe in the bodily resurrection of both the saved and the lost. The lost will be raised to judgment and experience eternal wrath in hell. The saved will be raised to eternal joy in the new heaven and new earth in the manifested presence of God (Acts 1:3-9).

BAPTISM AND COMMUNION

We believe that Christian baptism is a public declaration of the believer's salvation in Christ, identifying with Christ in His death, burial, and resurrection symbolized by immersion in water. The Lord's Supper is the commemoration by believers in Christ's death, until He comes, and should be preceded by careful self-examination (Acts 2:41, Romans 6:3-6; 1 Corinthians 11:20-29).

THE CHURCH

We believe that upon placing one's faith in the Lord Jesus Christ as Savior, the believer is made part of the Body of Christ, the one universal Church, of which Jesus Christ is the Head. The Bible commands believers to gather locally in order to devote themselves to worship, prayer, teaching of the Word, fellowship, the ordinances of baptism and communion, services to the local body through the development and use of talents and spiritual gifts, and outreach to the world to make disciples (Ephesians 1:22-23; Act 2:42-46; 1 Corinthians 14:26; Matthew 28:18-20; Hebrews 10:24-25). Wherever God's people meet regularly in obedience to this command, there is the local expression of the Church under the watchful care of the plurality of elders. A church's members are to work together in love and unity, intent on the ultimate purpose of glorifying Christ (Ephesians 3:21; 4:16).

GLOBAL OUTREACH

We believe it is the aim, duty, and privilege of every believer and local church fellowship to glorify God by responding as active participants in the Great Commission call of Jesus Christ to go and make disciples of all nations. We believe the primary focus and priority of the call is centered on efforts that establish, strengthen, and reproduce biblically-based churches, which then will plant churches for future generations and God's glory.

CHRISTIAN LIVING

The Bible teaches that all believers are saints, set apart unto God and are thus responsible to live in such a manner as not to bring reproach upon their Savior and Lord (Romans 12:1-2; 1 Peter 1:14-19; 2 Timothy 2:19; Titus 2:1-15) lest the Word of God be blasphemed (1 Timothy 6:1; Titus 2:5). As Christians, we should obey the Word of our Lord, seek the things which are above, walk as He walked, and accept as our responsibility the duty and privilege of sharing the Gospel with a lost world (1 John 2:2-3; Colossians 3:1; Matthew 28:19-20). A victorious and fruitful Christian life is possible only for those who have presented themselves wholly to Christ and walk by the power of the Holy Spirit, which all believers are called to do (Galatians 5:16; Ephesians 5:18; Romans 6&7)

GOD THE FATHER

We believe God the Father created all things in six literal days, for His glory according to His own will (Revelation 4:11), through His Son, Jesus Christ. He upholds all things by the Word of His power and grace, exercising sovereign headship over all creation, providence, and redemption (Colossians 1:17, Hebrews 1:3).

GOD THE SON

We believe that Jesus Christ the eternal Son, moved by love in accordance with the will of the Father, took on human flesh (John 1:1; 14, 18). Conceived through the miraculous work of the Holy Spirit, He was born of the virgin Mary. He, being fully God and fully man (John 14:8-9), lived a sinless life and sacrificially shed His blood and died on a cross in our place accomplishing redemption for all who place their faith in Him.

GOD THE SPIRIT

We believe that the Holy Spirit, in all that He does, glorifies the Lord Jesus Christ during this age. He convicts the world of sin, righteousness, and judgment. He draws the unredeemed to repentance and faith, and at salvation imparts new spiritual life to the believer, bringing that person into union with Christ and the Body of Christ. The Holy Spirit sanctifies, seals, fills, guides, instructs, comforts, equips, empowers, permanently indwells at salvation, and bestows spiritual gifts to the believer for Christ-like living and service (John 16:8,13,15; Titus 3:5; Ephesians 1:22;4:11-12; Romans 8:9-17; 12:4-8; 1 Corinthians 3:16; 12:4-5,11-13, 19; Galatians 5:25; Hebrews 2:1-4; 2 Corinthians 12:12).

MANKIND

We believe that God created mankind- male and female- in His own image and likeness, free of sin, to glorify Himself and enjoy His fellowship. Tempted by Satan, but in the sovereign plan of God, man freely chose to disobey God, by bringing sin, death, and condemnation to all mankind. All human beings, therefore, are totally depraved by nature and by choice. Alienated from God without defense or excuse, and subject to God's righteous wrath, all of mankind is in desperate need of the Savior, the Lord Jesus Christ (Genesis 3:1-6; Romans 3:10-19; Romans 1:18-32)

SALVATION

We believe that the Lord Jesus Christ died for our sins according to the Bible, as the substitutionary atonement in our place, and that salvation is found in none other than Jesus Christ. Before Creation, God chose those who would be saved and granted this unearned grace solely based on His sovereign good pleasure. Jesus Christ's death on the cross was the sole and complete payment for sins, fully satisfying God's righteous wrath, for each person that turns from sin in repentance and places their faith in Christ alone by grace alone. At salvation, each person is made a new creation by the Holy Spirit, declared righteous before God, and secured as an adopted child of God and persevere to the end (Romans 8:37-39; 2 Corinthians 5:12-13; Ephesians 2:5,8).

MARRIAGE

We believe marriage is a monogamous, heterosexual union instituted and ordained by God for the purpose of glorifying God (Genesis 2:18-25; Matthew 19:4-6; Ephesians 5:22-33). As such, it is to be an exclusive covenantal union of one man and one woman for a lifetime of mutual commitment and companionship. A civil government's sanction of a union will be recognized as a legitimate marriage by this church only to the extent that it is consistent with this belief. Specifically, marriage is a biblical institution established by God as clearly described in the Bible. Accordingly, this church, its pastors, staff, and members will not participate in same sex unions or same sex marriages, nor shall the church's property or resources be used in such purposes. In addition, the Bible teaches that legitimate sexual relations are exercised solely within biblical marriage. Hence, this church opposes all forms of sexual immorality, including adultery, fornication, homosexuality, and pornography.

Further, this church and its members believe that any form of sexual immorality, such as adultery, fornication, homosexuality, bisexual, incest, pornography, or any attempt to change one's sex, or disagreement with one's biological sex, is sinful and offensive to God.

We believe that in order to preserve the function and integrity of the Church as the local Body of Christ, and to provide a biblical role model to the church members and the community, it is imperative that all persons employed by the church in any capacity, all members of the church, and all who serve as volunteers in the church must abide by and agree to this statement and section on marriage and sexuality and conduct themselves accordingly.

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with the Bible nor the doctrines of the church.