



**Faith**  
PRESBYTERIAN

**Executive Assistant  
to the Executive Pastor  
and Senior Pastor**

FULL-TIME POSITION  
OVERVIEW



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PRESBYTERIAN

## Summary

### CHURCH MISSION

*Faith Presbyterian seeks to exalt the King in **Worship**, exhibit the kingdom in **Community**, and extend the kingdom in **Mission**.*

### CHURCH OVERVIEW

Faith Presbyterian Church (FPC) is a growing congregation in suburban Birmingham with an average worship attendance of ~1,200 between two morning worship services.

Faith's life together is shaped by rich worship, gospel-centered community, and a deep commitment to thoughtful and faithful leadership.

## POSITION OVERVIEW

Faith Presbyterian Church is seeking a capable, relational, and trustworthy Executive Assistant to the Executive Pastor and Senior Pastor.

This role exists to help our pastors by ensuring they are prepared, present, and supported. The Executive Assistant brings order and calm to many moving parts, handling details carefully, thinking ahead, and ensuring smooth communication and follow-through.

This is a relational role that requires warmth, discretion, and a genuine desire to serve. Because the Executive Assistant works closely with senior leadership and has access to sensitive information, preference will be given to candidates who are not members of Faith Presbyterian Church.

This is not an administrative assistant role in the traditional sense. The Executive Assistant is entrusted to operate with delegated authority on behalf of the Executive Pastor and Senior Pastor. The Executive Assistant must be able to carry responsibility with discretion, maturity, and judgment, acting in accord with the vision and direction of the Senior Pastor and Executive Pastor.

## QUALIFICATIONS

- Demonstrated experience supporting senior leaders in an executive assistant or administrative leadership role (church, nonprofit, or professional setting preferred)
- Exceptional organizational skills and attention to detail
- High discretion and trustworthiness with confidential information
- Strong written and verbal communication skills
- Ability to manage multiple priorities with flexibility and care
- Comfort using common office tools (Google Workspace, Microsoft Office, shared databases)
- A posture of service marked by humility, warmth, professionalism
- A mature Christian who aligns with the mission and values of FPC





# Job Description

## PASTORAL & EXEC SUPPORT

- Manage calendars, meetings, and correspondence for the Executive Pastor + Senior Pastor
- Help anticipate upcoming needs, deadlines, and decisions so pastors can approach their work thoughtfully
- Prepare meeting agendas, materials, and follow-up notes
- Track next steps and help ensure commitments are followed through

## OPERATIONAL SUPPORT & ADMINISTRATIVE EXECUTION

- Arrange travel, manage reimbursements, and reconcile credit card expenses
- Maintain systems that bring clarity and consistency to daily work
- Provide administrative coordination for Faith's Session, and Session Committees (Human Resources, Budget and Finance, and Long-Range Planning).

## COMMUNICATION & COORDINATION

- Coordinate communication between senior leadership, staff, committees, and outside partners
- Draft, edit, and organize letters, reports, and internal communications
- Maintain organized and confidential records (digital and physical)

## HOSPITALITY & RELATIONAL CARE

- Coordinate hospitality for meetings, retreats, and special events
- Offer a warm, professional, and respectful presence to guests, visitors, and ministry partners

## LEADERSHIP SUPPORT & FOLLOW-THROUGH

- Support healthy rhythms of communication and collaboration across the church
- Help ensure important initiatives do not stall due to missed details, unclear next steps, or lack of follow-through
- Protect pastoral time and attention through thoughtful preparation and coordination

## RELATIONAL COMMITMENTS

At Faith Presbyterian Church, we believe ministry is shaped not only by what we do, but by how we relate to one another. These relational commitments describe the shared culture we expect of our pastoral staff.

These commitments are values that help us embody the grace and truth of Christ in staff meetings, ministry planning, leadership development, conflict, and daily interactions.

Alignment with these commitments is essential for healthy collaboration, staff unity, and long-term ministry fruitfulness at Faith.



## COMMITMENTS

- **Prepare with Respect:** showing up present, prepared, punctual, and focused, honoring one another's time and contributions.
- **Listen with Humility:** assuming positive intent, listening generously, and prioritizing the mission of the church over personal silos.
- **Share with Courage:** engaging honestly, welcoming healthy conflict, and contributing with a solution-seeking posture.
- **Serve with Integrity:** keeping commitments, taking responsibility, and leading by serving rather than protecting position.
- **Repair with Grace:** pursuing reconciliation quickly, owning mistakes without defensiveness, and viewing repair as an opportunity for growth.





TO APPLY FOR THIS POSITION:

*Please complete an application at  
[faith-pca.org/position-openings](https://faith-pca.org/position-openings)*