



Staff Role Description

Executive Assistant TO THE CAMPUS PASTOR, GRAYSLAKE

Ministry:	Campus
Reports To:	Manager of Office Operations
Average Hours Per Week:	Part-time, 25-28 hours
Role Type:	Non-Exempt
Last Revision Date:	January 2022

Role Responsibilities

The **Executive Assistant to the Campus Pastor, Grayslake** will provide support to the Campus Pastor, Grayslake (CP, TCG) and all other ministry areas that fall under his responsibility. Support needs include calendar management, expense reports, event/meeting planning, newsletter, and various administrative, support and organizational tasks, in a highly fluid environment.

General Requirements

The **Executive Assistant to the Campus Pastor, Grayslake** must embody the purpose, vision and values of The Chapel by being a visible example and model to all those within their scope of influence as outlined below.

Our **PURPOSE**: *To help people come alive to God*

Big Idea: Revival -- All of God in all of us for all of our world

Revival happens when we help our people ...

- Carry the Christianity of Jesus
- Pray Heaven to Earth
- Be a Force for Good
- Live as part of a Kingdom Community

Our **VISION**: *To help ignite a spiritual revolution*

We want to see our purpose of helping people come alive to God happen on a grand scale by multiplying Kingdom Communities through ...

- Widespread Spiritual Awakening (All of God)
- Revitalization of the Church (All of us)
- Transformation of Society (All of our world)

Our **VALUES**: *We are a people completely giving ourselves to God and others, believing Him for really big things, never pretending to be anything we aren't – and finding ways to enjoy life and have a lot of fun along the way.*

- Be All-In: A fully-committed people who come in third
- Have Expectant Faith: He is who he said he is and will do what he said he will do
- Be Authentic: Honest, forthright, plain-spoken and integrity-filled
- Have Fun: Vibrant, winsome, joyful people

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Additionally, the **Executive Assistant to the Campus Pastor, Grayslake** must ...

- Be an example of the type of Christ follower that we want our people to become by holding to our statement of beliefs, practicing our approach to ministry and embodying our culture
- Demonstrate a passion and aptitude for making disciples of Jesus and embrace genuine Christian community as the primary vehicle of discipleship at The Chapel
- Believe that the Holy Spirit indwells and empowers every follower of Jesus, and consistently experience the very power and presence of God at work inside, through, and around themselves as they participate in God's mission in the world
- Share in the continued mission of Jesus by consistently ministering, through the power of the Holy Spirit, God's presence, love, truth, and power to all those encountered
- Have a strong relationship with God, as evidenced by a healthy devotional and moral lifestyle
- Have a strong family life, as evidenced by the quality of the relationship with their spouse and children (where applicable) and their ability to effectively manage their finances
- Be inspiring, motivating others to sacrifice for God, and consistently interact with others in a positive, life-giving manner
- Be an effective communicator, both formally and informally, with warm and engaging interpersonal skills that are both relational and inspiring
- Be a strategic thinker, able to envision how best to accomplish large-scale objectives with a high degree of productivity while managing a broad range of responsibilities
- Be detail-oriented with an ability to think through projects and tasks with a very high level of detail and to effectively organize and manage those details accordingly
- Be determined and adaptive, willing to do whatever needs to be done to accomplish a task and have the ability to shift focus and adjust priorities at a moment's notice
- Be a team builder; able to relationally connect and effectively mobilize staff and volunteers
- Have proven and successful experience in all areas under the Primary Responsibilities

Primary Responsibilities

The **Executive Assistant to the Campus Pastor, Grayslake** is responsible for supporting the Campus Pastor of the Grayslake campus (CP, TCG) and all other ministry areas that fall under his responsibility

- Provide administrative support as the CP, TCG leads and hosts events such as the Grayslake campus staff meetings (monthly), Grayslake and Libertyville campus staff meetings (monthly), staff families at residence two Friday nights a month, Grayslake and Libertyville spring staff retreat, Grayslake and Libertyville staff summer party, and Grayslake and Libertyville staff Christmas party
- Provide administrative support for Weekend Teaching by scheduling and supporting teaching planning meetings (three times a year) and supporting the CP, TCG with teaching preparation (research, supplies, props, etc.) as needed
- Assist with the building of an online content library that drives spiritual and cultural development
- Manage expense reports by gathering receipts, in-putting expenses and reimbursement requests, submitting reports and approving expense reports for CP, TCG's direct reports
- Approve time-off requests for CP, TCG's direct reports using the payroll system
- In-put information regarding the vision and outline of each teaching series into Planning Center Online (PCO)

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- Manage the CP, TCG's calendar that includes staff meetings, ministry meetings, 1:1 meetings with direct reports, candidate interviews, campus events (weekend hosting, baptisms, Meet The Chapel, child dedications, communion offerings, pastoral care, etc.) and notifying staff of vacations, out-of-office dates and setting automated email responses
- Support for campus team-building initiatives, timely delivery of a CP Newsletter to the Administrative Team, campus events (weekend hosting, baptisms, Meet The Chapel, child dedications, communion offerings, etc.) and connection with all first-time visitors and new givers
- Organize campus leadership roundtables for the Senior Pastor, specifically with Associate Campus Pastors, Worship Pastors, Student Pastors and Children's Pastors
- Be a contributing member of the Campus Administrative Team and assist with church-wide initiatives and administrative needs as directed by the Manager of Office Operations

This role description is meant to describe the general nature and level of responsibilities being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.