



Summit View Church

We exist to see a movement of disciple-making churches advancing God's Kingdom throughout the world.

JOB DESCRIPTION

| Position Title | Department | Reports to |
|---|--|---|
| Administrative Assistant | Campus and Summit View Central | Director of Employee Engagement and Campus Pastor |
| Employment Status | FLSA Status | Effective Date |
| <input type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Temporary | <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt | February 2023 |

Whatever you do, work heartily, as for the Lord and not for men, Colossians 3:23

POSITION SUMMARY

The primary purpose is to assist the Campus Pastor and his staff in a wide variety of areas including but not limited to administration, scheduling, meetings, and organization. Generally, each Administrative Assistant will be expected to dedicate approximately 80% of their time toward campus specific responsibilities and 20% of their time toward providing support to Summit View Central team as part of their role.

This position involves a mixture of administrative tasks as well as interaction with people. It requires a person with the humility to do very basic tasks, the intellect to handle projects and more intense tasks, and the people skills to interact successfully with a variety of people on their pastor's behalf.

PROFESSIONAL QUALIFICATIONS

- Able to demonstrate proficiency in various computer environments.
 - A working knowledge of Microsoft Office 365 including but not limited to Word, Excel, and Power Point
- The ability and desire to master and champion new proprietary computer programs.
- Able to meet congregation and community, demonstrating great interpersonal skill and empathy.
- The ability to function in the midst of crisis situations.
- Good phone skills.
- The ability to favorably represent Summit View Church and its mission to its members and the community.
- The ability to work independently, while at the same time working interdependently in a team environment.
- The flexibility to adapt while dealing with multiple tasks with time constraints.



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- The ability to self-identify areas of personal and professional growth and implement strategies to achieve it.

RESPONSIBILITIES

Assist their pastor(s) and team in a variety of tasks/projects and duties as assigned.

- Meet with people on behalf their pastor.
- Communicate daily with the pastor(s) you support, updating and debriefing current projects and tasks.
- Protect the time and priorities of the pastor(s) you support.
- Be a team player of Summit View Church and exemplify SVC staff behavioral values.
- Handle communication with Churches and Leaders on behalf of the pastor(s) you support.
- Help manage campus-specific social media accounts including creation of graphics.
- Work with volunteer leads as needed to help orchestrate scheduling and manage lists.
- Aide in church wide communications to the congregation from the leadership.
- Manage and organize proprietary software with high level ownership.
- Plan, organize, and set up hospitality for meetings as assigned.
- Handle all travel details and arrangements for off-site meetings and speaking engagements.
- Reconcile receipts and tracking of expenses.
- Attend (if necessary) and prepare for meetings: Responsible for scheduling, agendas, documents/handouts, and hospitality.
- Maintain confidentiality with any information from the church body, and personal information of the pastor(s) you support.

SCHEDULE: 28 HOURS PER WEEK

The following schedule is an outline of the hours our administrative staff is expected to be available.

Monday (7 Hrs) | Tuesday (7 Hrs) | Wednesday (7 Hrs)
Thursday (7 Hrs) | Friday (Off) | Saturday (Off) | Sunday (Off)

COMPENSATION

- \$15.74-17.50/hour
- Paid Personal Time Off
- 403(b) Retirement after 6 months of employment

ESSENTIAL SPIRITUAL REQUIREMENTS

The following spiritual requirements are common to all positions, regardless of areas of oversight and should be consistently performed at all times in the course of employment with Summit View



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Church.

- Must exceedingly exemplify the greatest commandment:

"And you shall love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength.' The second is this: 'You shall love your neighbor as yourself.' There is no other commandment greater than these." Mark 12:30-31 ESV

- Character must demonstrate the fruit of the Spirit:

"But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control; against such things there is no law." Gal. 5:22-23 ESV

MINIMUM SPIRITUAL QUALIFICATIONS

In practical terms, this person must display these qualifications in the following categories:

- **SPIRITUAL DISCIPLINES**

Must live a life of godly discipline in various categories, including but not limited to: spiritual self-care, personal devotion/study, household finances, personal health and fitness, emotional stability, hospitality, and generosity. He/she must also maintain a Godly character and live a joyful, loving exemplary life as outlined by the Apostle Paul:

"Let no one despise you for your youth, but set the believers an example in speech, in conduct, in love, in faith, in purity." 1 Timothy 4:12b ESV

- **BE A PEACEMAKER**

One of the most called upon needs of the body of Christ is to help resolve differences. He/She must become a champion of the Matthew 18 model in helping to negotiate conflict resolution, since there is no other process for conflict resolution given in Scripture:

"If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses. If he refuses to listen to them, tell it to the church. And if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector." Matthew 18:15-17 ESV

- **BEHAVIOR TOWARDS OTHERS**

On relationships inside and outside of the church, whether married or single, he/she must exemplify the specific directives given in Scripture:

"Do not rebuke an older man but encourage him as you would a father, younger men as brothers, older women as mothers, younger women as sisters, in all purity." 1 Timothy 5:1-2 ESV



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With these Scriptures in mind this individual is encouraged to carefully consider his/her conduct toward others directly, indirectly, and through social media. He/she should develop a personal code of behavior that incorporates these Biblical directives and serves to exemplify how a Godly person conducts themselves in the 21st century.

PERSONAL LIFE REQUIREMENTS (POST HIRE)

- Model biblical understanding and maintain a consistent personal devotional life
- Model biblical commitment and become a Covenant Partner of Summit View Church
- Model biblical family life before the body and regularly attend worship service with your family
- Model biblical integrity and conduct personal life in a manner consistent with SVC behavioral values
- Model biblical community
- Model biblical generosity and financially support Summit View Church.

WORSHIP SERVICES

All positions at Summit View Church require regular, in person, attendance of the Sunday Worship service. Additionally, in-person attendance at our weekly All Staff Meeting is required for all part- and full-time employees.

PHYSICAL DEMANDS & WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to dialogue with others as well as use their hands to touch and perform various functions. The employee is occasionally required to stand, walk, sit, and reach with hands and arms, balance, stoop, and/or kneel. The employee must occasionally lift and/or move up to 25 pounds. The noise level in the work environment is usually moderate.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum



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levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Summit View Church is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.