Employment Qualifications: EA
Effective Date: October 2026
Revision Date: October 2026

Church Operations Policy Section: Job Descriptions
Policy: Church Employment
Employee Classification: Exempt

POSITION: EXECUTIVE ASSISTANT

Policy Statement: It is the policy and practice of First Presbyterian Church of Marietta to enlist the professional and ministerial services of qualified people to support and further the work of God's kingdom through the church; the position job description is intentionally goal oriented and presents general ministry qualifications as well as specific goal requirements for a successful and productive employment relationship with the church staff, congregation, and local community.

The qualified candidate:

1. Acknowledges Jesus Christ as his/her personal Lord and Savior.
2. Depends fully on the Lord's wisdom and guidance by the Holy Spirit for strength in his/her daily activities.
3. Realizes that his/her attitude, dedication, and performance may be known or heard about by countless persons, directly or indirectly, making it critically important that in all he/she does reflects Christ's church.
4. Senses a purpose and a call by the Lord to serve His church and can/will demonstrate personal gifts to ensure job success and productivity.
5. Is skilled in general aspects of church program development, and management related to his/her ministry position.
6. Is willing to accept responsibility and accountability for work goals and anticipated results, as outlined and updated by Senior Staff and Administrative church leadership.
7. Has the ability and willingness to work in a teamwork environment and can be tolerant of other's suggestions and approaches.
8. Is prepared for and open to advanced technology capabilities including, but not limited to, Realm, Microsoft Office Software. Adobe Creative Cloud, Web and Mobile friendly.
9. Is interested in and capable of dealing openly, effectively, tactfully, and patiently with church personnel, church members, and the public presenting a strongly positive image of the church.
10. Is prepared for multitasking and flexibility, surviving potentially stressful moments in stride, and for the request of intermittent irregularity in working schedule.

POSITION: EXECUTIVE ASSISTANT

Principal Function: Responsible for coordinating the ministry efforts of FPC Marietta in cooperation with Pastoral, Administrative, and other ministry teams to provide service in the areas of support to the Senior Pastor and Associate Pastor for Discipleship, Session, Membership, and Human Resources for the fellowship, ministry, and mission of the church congregation.

Skill Requirements: Strong written and verbal communication skills, highly organized, meticulous, time management, data entry, teamwork, prepare materials for ministry meetings, scheduling, and related ministry budgets. Discretion and confidentiality.

Work Schedule: Mondays – Fridays 9:00am – 5:00pm
(Saturdays and Sundays as arranged, required)

Outline of Responsibilities:

1. Facilitate, through administrative clerical means and resources, the primary support of the Senior Pastor, Associate Pastor for Discipleship, and the Director of Administration with developing, promoting, and implementing goals and vision, ensuring that all support materials and communications are prepared/processed/presented as needed in a timely manner.
2. Assist with the work of the church Session by assuring that Session minutes, documents, notifications, reports, and all related materials are managed and produced in a timely manner to make certain the business of the Session is processed successfully according to expected protocols.
3. Coordinate and support the transition of new leadership. (Officer training and Session and leadership Retreats).
4. Coordinate and schedule the reception volunteers and acknowledge their contributions.
5. Assist with weddings, funerals, and baptisms as outlined by related policies.
6. Coordinate with the Associate Pastor for Discipleship and Congregational Care Coordinator all Adult Sunday School rosters in Realm.
7. Support other adult existing and new mid-week studies (Thursday Bible Study, Minister's luncheon, Bible Studies) by coordinating with the kitchen, sending reminders, printing nametags, setting out supplies (hymn copies, roster, nametags, or other items as requested).
8. Maintain Staff breakroom, restocking supplies, managing refrigerator usage, physical cleaning, and organizing as needed.
9. Attend staff and other ministry related meetings and record minutes as required or requested.
10. Facilitate, through administrative clerical means and resources, the support of ministry

directors as needed.

11. Work within the Financial Transaction Policies of the church to maintain an orderly accounting of all church expenses complying with church budget guidelines as related to specific supported ministry.
12. Comply with the following ministry objectives within the specific ministry areas of responsibility:
    a. Effectiveness in accomplishing the church's ministry purpose, objectives, and goals.
    b. Efficiency in performing assigned responsibilities and duties.
    c. Observance of internal operational policies, employee handbook guidelines, performance standards, and procedures.
13. Manage professionally, with kindness, interactions involving congregation, visitors, and staff, as indicated, through most appropriate and prompt means of communication.
14. Be readily available to assist pastors, staff, and church leaders for the good of the church life and its mission (examples: retreats, conferences, training sessions, classes, and other requested tasks). Remain aware of upcoming activities within the church including worship services, scheduled events at FPC, and staff/department activities, to assist visitors, congregants, and staff most efficiently.
15. Focus on being the best possible Executive Assistant by planning ahead in all things (as possible), importantly including scheduled personal time away from work, for rest, refreshment, and continuing education.

Organizational Placement, Compensation, and Benefits:

- Direct Supervisor: Director of Administration
- Member of the Administrative Team
- Full-time, exempt position with applicable benefits per the current FPC Employee

Handbook.

Compensation: Competitive, commensurate with experience

Authorized:_____Date:_____
HR Committee Chair

Verified:_____Date:_____
Senior Pastor/Head of Staff

_____Date:_____
Director of Administration

Acknowledged:_____Date:_____
Executive Assistant

Printed Name:_____Date:_____