LAKES CHURCH
ON PURPOSE.

Administrative Assistant to the Executive Pastor of Discipleship

DOWNTOWN LAKELAND CAMPUS

Job Title	Administrative Assistant to the Executive Pastor of Discipleship
Campus	Downtown Lakeland
Reports To	Executive Pastor of Discipleship
Status	Full-Time or Part-Time

JOB PURPOSE

The Administrative Assistant provides administrative support to the Executive Pastor of Discipleship and helps coordinate the discipleship ministries of Lakes Church. This position supports Connect Groups, ministry leaders, and church members through clear communication, careful organization, and dependable follow-through, helping people connect with the church and grow as disciples of Jesus Christ.

DUTIES AND RESPONSIBILITIES

Pastor and Office Support

- Manage appointments, meetings, and ministry calendars; help the Executive Pastor of Discipleship prepare for upcoming commitments and track priorities and deadlines.
- Prepare correspondence, agendas, meeting notes, reports, presentations, and other materials; record action items and follow up as directed.
- Respond to calls, emails, and visitors with warmth and professionalism; direct ministry questions and urgent needs to the appropriate staff member.
- Maintain organized files and confidential records, coordinate ministry travel as needed, and assist with printing, supplies, and routine office tasks.
- Serve as the point person for the software and technology related to groups and attendance.

Connect Groups and Discipleship Support

- Serve as an administrative contact for Connect Group leaders and assist with requests, questions, and coordination across campuses.
- Prepare and distribute weekly leader communications, announcements, curriculum, listening guides, and other discipleship resources.
- Order, organize, and distribute curriculum and supplies; maintain current group listings, leadership records, room assignments, and ministry information.
- Maintain accurate attendance and participation records, prepare reports, and help coordinate follow-up with group leaders and prospective participants.
- Assist with leader training, special events, groups/classes, and other initiatives assigned by the Executive Pastor of Discipleship.

Communication and Ministry Coordination

- Coordinate ministry announcements, print requests, promotional materials, and event information with the appropriate church staff.
- Assist with registration, materials, and follow-up for new member classes and other next steps; connect participants with staff responsible for baptism, Connect Groups, and serving opportunities.
- Work with campus staff, ministry leaders, volunteers, and other administrative assistants to keep information current and ministry plans coordinated.

Event Records and Financial Administration

- Assist with planning and administering meetings, training opportunities, and ministry events, including registration, room reservations, hospitality, materials, and volunteer communication.
- Submit facility, housekeeping, technology, and equipment requests through established church systems.
- Process approved purchases, check requests, receipts, reimbursements, and deposits in coordination with the finance office; track ministry expenses within approved budgets.
- Use church management and organizational systems to maintain accurate records, monitor assigned tasks, and produce reports.
- Attend assigned staff meetings and training, follow the Lakes Church Personnel Handbook, and perform other related duties assigned by the Executive Pastor of Discipleship.

QUALIFICATIONS

- A clear testimony of faith in Jesus Christ, evidence of spiritual maturity, and a commitment to Christian conduct.
- Agreement with the doctrine, mission, and ministry practices of Lakes Church and its Southern Baptist convictions; support for church leadership and unity.
- Commitment to active participation in the life of Lakes Church.
- A welcoming, service-minded approach to people; ability to work well with pastors, staff, volunteers, members, and guests.
- Strong organizational skills, attention to detail, and the ability to prioritize tasks, meet deadlines, and work independently.
- Effective written and verbal communication, including proofreading and professional correspondence.
- Discretion, sound judgment, and the ability to protect confidential personal, pastoral, and financial information.
- Proficiency with Microsoft Office and willingness to learn church systems such as Planning Center and eSPACE.
- Relevant administrative experience or training; experience in a church or ministry office is preferred.

WORK SCHEDULE

This position may be filled on a full-time or part-time basis. Weekly hours, office availability, and responsibilities will be established according to ministry needs and the agreed schedule. Some Sunday, evening, or special-event support may be required, including occasional service at other campuses.

SUPERVISION

This position works under the supervision of the Executive Pastor of Discipleship, and is accountable to the Lead Pastor, the executive pastors and the Personnel Committee of Lakes Church.

ACKNOWLEDGMENT

I have read and understand this job description, and I am willing to accept this position.

Name (printed)

Signature

Date