



POSITION: ASSISTANT TO THE SENIOR PASTOR

Status: Part-time (25 hours per week), Non-exempt. Telework available.

Required in-office days include full-day Tuesdays & Wednesdays.

Reports to: Senior Pastor, Ryan Laughlin

ABOUT US

We exist to glorify and enjoy God by making disciples who make a difference through grace-filled worship, community, and mission. McLean Presbyterian is part of the Capital Pres Family: one church with multiple locations.

Our aim is to make disciples through three ministry areas: worship, community, and mission. While activity in each area does not equal discipleship, we are confident that these are the contexts needed for deep spiritual growth. In these contexts, we navigate the nuances of life in Christ together, and that's how we make disciples.

POSITION SUMMARY

The Assistant to the Senior Pastor serves, under the guidance and direction of the Senior Pastor in frequent collaboration with the Director of Ministry Engagement, to coordinate, and execute the day-to-day administrative support for the Senior Pastor including calendar and correspondence, as well as routine administration and operations on behalf of the Senior Pastor for the Session, Presbytery, and staff.

ROLES & RESPONSIBILITIES

Assistance & Organization

- *Planning* – Assists the Senior Pastor with annual planning, including scheduling, reservations, and preparation for standing meetings and one-off events.
- *Calendar* – Manages the Senior Pastor's schedule, streamlining the calendar and coordinating meeting logistics.
- *Travel* – Manages the Senior Pastor's travel schedule and arrangements.
- *Finance* – Reviews and submits all credit card bills and personal expenses (mileage, cell phone, etc.) for the Senior Pastor.
- *Pastoral Staff* – Provides administrative support to other members of pastoral staff, as needed.

Communication

- *Written Communication* – Drafts communication and proofreads on behalf of the Senior Pastor. Manages the Senior Pastor's email and drafts larger communications as requested.



- *Verbal Communication* – Clearly and concisely briefs the Senior Pastor on communication received and relays responses to others as necessary.
- *Diplomacy* – Manages relationships with staff, leadership, members and outside parties with sensitivity, knowing when to involve the Senior Pastor.
- *Research* – Supports the Senior Pastor by researching topics or issues as assigned.

Administrative Support

- *Session* – Coordinates with Session clerk and elders to prepare materials and logistics for stated and called Session meetings. Coordinates meals for Steering Committee and Session meetings. Provides administrative support to the Director of Ministry Engagement related to the maintenance of the membership roll.
- *Elected Leadership* – Works alongside the Executive Pastor to help administrate the officer nomination, training, and installation/ordination process.
- *Presbytery* – Coordinates the hosting and staffing of regular on-site Presbytery meetings.
- *Staff Event Planning* – Plan and execute lunches, Spring Social, and Christmas Party in collaboration with the Director of Ministry Engagement.
- *Other areas as needed*

Staff Life

Participates in all-staff designated meetings and events, unless excused by Senior Pastor.

POSITION REQUIREMENTS

- Sinner saved by grace; vibrant, growing, spirit-empowered relationship with God through Jesus Christ
- Exemplary life as delineated in 1 Timothy 3 and Titus 1
- Passionate about the vision and grace-driven philosophy of the Capital Pres Family
- Agreement with and excitement about the basic principles of Reformed theology
- Church Membership at McLean Presbyterian Church, Capital Presbyterian Fairfax, or Capital Presbyterian Reston (a requirement but not a prerequisite)
- Embodies and multiplies our church culture:
 - Focus – We don't take ourselves too seriously; we do take Jesus and the work he's given us seriously;
 - Family – We love our church family – and we want to love each other well;
 - Fun – God rules and reigns so we can enjoy the ride
- Able to successfully manage and complete projects, proactively looking ahead
- Strong attention to detail
- Trustworthy – Can be trusted with sensitive and high-level information applying the highest level of confidentiality
- Servant's Heart – Walks in humility to serve those around them and do what is best for the organization



- Flexible – Available to provide information, dialogue about ideas, and receive action items
 - Integrity – Able and willing to always do the healthy thing for the honor of God
 - Strong Work Ethic – Rises to the occasion, does what is needed to accomplish the task at hand; maintains healthy boundaries, knowing when to rest and take time off
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TO APPLY

Please send a cover letter and resume to Ashley Guinn Taylor, Director of Ministry Engagement, ashley@mcleanpres.org.