



Position: Assistant to the Lead Pastor

Location: La Mesa, CA | Skyline Church

THE ROLE

The role of the Assistant to the Lead Pastor will be responsible to assist Lead Pastor, Jeremy McGarity in all avenues. He or she is a trusted, highly proficient individual. They will provide high-level support in a wide range of activities, including the management of schedule, travel, and administrative responsibilities. In essence, the Assistant to the Lead Pastor will serve as a proactive organizational backbone for the Lead Pastor and will work directly with his team with the sole purpose of freeing him up for ministry.

This requires a firm grasp of the beliefs, values, and strategy of Skyline Church and the ability to align with its mission, vision, purpose, core values and core behaviors (Core Identity). The Assistant to the Lead Pastor will report directly to the Lead Pastor.

RESPONSIBLE FOR:

1. Modeling Biblical Priorities

Responsible for upholding Biblical priorities and core values of SKYLINE Church. The Assistant to the Lead Pastor should represent a growing personal relationship with Christ. The Assistant to the Lead Pastor models a strong relationship with his or her spouse (if married) and children (if applicable). He or she strives to fulfill his or her purpose while demonstrating integrity in words, relationships and actions. These objectives are accomplished by:

- Committing to a daily quiet-time with God.
- Setting appropriate boundaries to protect their character and integrity.
- Developing personal evangelism opportunities with your oikos outside the church.
- Supporting the ministries of Skyline Church by faithfully giving at least 10% of gross income.
- Adhering to and encompassing the qualities and characteristics required of Skyline Church employees, as defined by the Staff Handbook.

2. The Nuts and Bolts of the Job

The Assistant to the Lead Pastor's responsibilities will cover a wide range of administrative tasks. These include but are not limited to:

- Modeling doggedness in "being ahead of the game"
- A self-starter with a find a way, make a way attitude
- Efficient, succinct, and always timely with high-level quality
- Proactive vs. reactive
- Proactive with schedule and calendaring of appointments and meetings
- Exhibits high-level organizational skills
- Ability to pivot from task to task
- Possesses top-notch written and verbal communication skills
- Enthusiastically hospitable
- Ability to prepare meeting agendas and brief Lead Pastor on any discussion topics
- Ability to update daily on status of all projects
- Gatekeeper for Lead Pastor with a common sense approach
- Assisting Lead Pastor at church events, including Sunday worship services
- Quick responsiveness to any and all communication
- Ability to maintain confidentiality
- Demonstrates technological savvy in order to learn and array of software packages

EDUCATION/QUALIFICATIONS

BA Degree Preferred

Attends/willing to attend Skyline Church

TO APPLY

Please submit resumes to Janet Stucke via email: jstucke@skylinechurch.org

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