



## POSITION DESCRIPTION Executive Administrator

Updated: 2/12/2026

### PRIMARY PURPOSE

The Executive Administrator role exists as an extension of the Lead Pastor, providing executive-level support that enables the Lead Pastor to work efficiently, effectively, and on mission. This individual operates as a main conduit of communication for individuals and issues needing the Lead Pastor's attention, manages executive projects to support the Lead Pastor, and is responsible for administrative schedules and logistics for the Lead Pastor.

### QUALIFICATIONS, EXPERIENCE, & CORE COMPETENCIES

- 10 years or more of professional executive support including the ability to prioritize, manage, and follow through with multiple and simultaneous demands
- High school diploma or equivalent is required; college education is preferred
- Proficiency in administrative technology applications (spreadsheets, databases, presentations, etc.)
- Proven project management expertise
- Effective in accurately identifying opportunities for improvement and discovering appropriate solutions
- Exceptional ability for clear, accurate, and thoughtful communications in verbal and written expressions

### PERSONAL TRAITS/DISPOSITION:

- A thriving relationship with Jesus which leads by example, attracts others, and inspires people to follow
- A spiritually-aligned and compelling spirit of full participation in the mission of Lake Forest Church
- Strong orientation toward tasks, projects, and execution rather than creative ideas and designs
- A work approach resulting in performance at the highest levels of quality, professionalism, and resilience
- Inclination to work independently and under self-direction but with a healthy interdependence on others
- Strong intuitive sense of privacy and boundaries which actively protects the confidentiality of information related to staff, church leadership, and congregants
- Appropriate judgment to handle complex situations and personalities with gentleness, sensitivity, and deliberation, approaching relationships with a proper blend of maturity, humility, and boldness
- Intentionality about maintaining a healthy work/life balance

### SPECIFIC RESPONSIBILITIES

1. *EXECUTIVE SUPPORT: Serving as the primary contact and support for the Lead Pastor and providing other executive-level support for Elder Commission, Session, Presbytery, and Head of Staff*
  - Serving as an extension of the Lead Pastor, receiving and responding to communications, providing support on Sunday mornings, and engaging with people requesting time with the Lead Pastor
  - Receiving and managing requests and communications for those needing time with a pastor including prioritizing which pastor is selected for specific appointments (includes "talk with a pastor", pre-marital counseling needs, funeral requests, etc.)
  - Scheduling appointments, facilitating changes, and communicating clearly throughout the process
  - Planning and managing travel arrangements, itineraries, and other trip details
  - Managing details for additional events such as Alpha, Huddle, and weddings as needed
  - Coordinating logistics for on-site meetings and events including room reservations, setup details, and food arrangements while also handling arrangements for off-site events including transportation, lodging, meals, and other scheduled activities
  - Supporting the Elder Commission with schedules, agendas, and solid communications
  - Providing executive support for the Head of Staff as it intersects with the Lead Pastor's responsibilities

Lake Forest Church is an equal opportunity employer and is committed to creating a diverse and inclusive work environment. All employment decisions are based on qualifications, merit, and organizational needs. In accordance with applicable laws, Lake Forest Church does not discriminate in employment on the basis of race, color, national origin, sex, age, disability, or veteran status.

As a faith-based organization, Lake Forest Church reserves the right to employ individuals who share and live out our Christian beliefs, in accordance with the Evangelical Presbyterian Church (EPC) [Essentials of our Faith](#).

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- Proactively initiating periodic calendar reviews for better time management and healthy rhythms, balancing the Lead Pastor's calendar to accommodate pastoral, teaching, staff, and external activities
  - Managing executive budgets, assisting with reporting, documentation of purchases, and reconciliations
2. *PROJECT MANAGEMENT: Initiating and executing projects through completion in support of the Lead Pastor*
- Managing Lake Forest 101 and follow-up activities
    - Working as part of a team to envision effective connection points at the church and execute the best implementation strategies
    - Creating a master schedule for classes and events, handling all registrations and communications and coordinating with any individuals who need to be involved
    - Handling hospitality needs including food for events and other operational logistics
    - Creating pathways for the process and organizing all data (Realm, Serve Team Match Tool)
    - Capturing and cataloging God stories
  - Executing and continuously improving a follow-up process to ensure that individuals within Lake Forest 101 are successfully connected to the best places for them to engage
    - Training and supporting Connect Coaches
    - Organizing and publishing onboarding processes and accountability systems for ministry areas
    - Scheduling and monitoring touch points after Connect Coaching is initiated to ensure continuity
  - Managing Love People Weekend initiative
    - Translating ideas into project plans, complete with timelines, role and responsibility assignments, and clear and effective communications
    - Overseeing budgets and reporting to the team on expenditures and adjustments
    - Assisting with volunteer management including recruitment, communications, and other support
  - Executing other projects in conjunction with the Lead Pastor as they arise
3. *MISSIO DEI SUPPORT: Serving as the primary contact and support for the Missio Dei Commission*
- Receiving and prioritizing requests and communications that come to the Missio Dei team
  - Assigning missionaries and partners to Missio Dei team members
  - Onboarding Missio Dei team members, providing them with historical perspective, documents and relevant information, and relational connections to the team
  - Supporting the financial activities of the Missio Dei team, assisting with planning, budgets, documentation of purchases, and reconciliations
  - Coordinating logistics for on-site meetings and events including room reservations, setup details, and food arrangements while also handling arrangements for off-site events including transportation, lodging, meals, and other scheduled activities
  - Supporting the Missio Dei Commission with schedules, agendas, and solid communications
4. *OTHER ADMINISTRATIVE SUPPORT: Performing other key administrative functions*
- Supporting all-staff activities including agendas, schedules, notes, and communications, coordinating with the Lake Forest Family of Churches as needed
  - Writing notes to first-time givers
  - Managing online engagement data
  - Answering the main church phone line on a scheduled rotation with other administrative personnel
  - Managing details of church-wide events as assigned (Christmas, Easter, LPW, Together Conference)

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### 5. OTHER DUTIES:

- Participating fully as part of the Lake Forest Staff team, prioritizing all staff gatherings and engaging in team and church-wide events and activities as necessary
- Stewarding resources and financial obligations of the church carefully and with utmost confidentiality
- Fulfilling other responsibilities as assigned

### POSITION DETAILS

<i>Leader:</i>	Lead Pastor	<i>FLSA Status:</i>	Salaried, exempt
<i>Regular Hours:</i>	Sunday-Thursday, regular hours Evenings, 3-4x per month	<i>Position Status:</i>	Full-time

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