



EXECUTIVE ASSISTANT TO PASTORAL LEADERSHIP

Reports to: Executive Pastor & Midtown Campus Pastor **Type:** Exempt, Salaried **Category:** (40 Full-time hours/week)
Pay: \$19-\$22 Hourly

ORGANIZATIONAL OVERVIEW

At St. Luke's United Methodist Church, we are an open community of Christians helping people find and give hope through Jesus Christ. We are a multisite church that is committed to our community on the northside of Indianapolis while seeing our reach grow regionally and beyond through our digital presence. We especially work to create a place where people who have given up on church or a God who loves them can encounter the love and grace of Jesus. With a membership of over 5,300 we are the largest United Methodist Church (UMC) in Indiana and one of the largest in the U.S.

POSITION OVERVIEW

The Executive Assistant to Pastoral Leadership provides high-level administrative and operational support to the Executive Pastor and Midtown Campus Pastor. This role is central to the daily effectiveness of pastoral leadership and plays a key part in keeping communication, scheduling, and ministry operations running smoothly.

This position requires someone who is proactive, highly organized, and able to anticipate needs before they arise. The ideal candidate is detail-oriented, thrives in a fast-paced environment, and brings a calm, solutions-focused presence to a dynamic ministry setting.

This is a full-time, in-office position requiring reliable transportation and regular presence at both the North Indy and Midtown campuses. The schedule includes Sundays, with one weekday off in coordination with the supervisor.

RESPONSIBILITIES

*Executive Assistant to Pastoral
Leadership*



Executive and Pastoral Support

- Manage complex scheduling needs, including coordinating meetings with internal staff and external partners
- Communicate on behalf of the Executive Pastor and Midtown Campus Pastor, including emails, letters, and follow-up correspondence
- Prepare meeting agendas, documents, and reports in advance of leadership meetings
- Take clear, organized meeting notes and maintain electronic records for future reference
- Track timelines, action items, and key deliverables to ensure follow-through
- Serve as a reliable and responsive point of coordination for pastoral leadership needs
- Handle sensitive information with a high level of confidentiality and discretion
- Contribute to a healthy, collaborative, and positive staff culture
- Provide administrative support for Midtown Leadership Team meetings, including agenda creation, budget reporting, and note-taking
- Assist with budget tracking, reporting, and organization
- Coordinate campus space usage by working with ministry teams and volunteers at Midtown Campus
- Support Sunday morning operations by ensuring the building is ready, assisting with real-time needs, and collecting attendance data at Midtown Campus

Ministry and Event Support

- Assist in planning and executing ministry events across departments
- Prepare worship materials and garments for the Executive Pastor
- Organize and maintain shared documents, including budgets, goals, and ministry plans
- Attend key events such as the Winter Leadership Summit and other relevant ministry gatherings

Systems, Data, and Reporting

- Navigate and utilize systems including Rock RMS, MissionInsite, and financial reporting tools
- Analyze basic data and support reporting needs for leadership
- Maintain accurate and organized digital files across platforms

General Administrative Support

QUALIFICATIONS

Demonstrate passion about the Christian faith, actively seek to grow in personal relationship with God and be committed to the mission and purpose of St. Luke's.



- Associate's or Bachelor's degree *preferred*
- 3–5 years of administrative or executive support experience required
- Strong organizational and prioritization skills with the ability to manage multiple projects at once
- Ability to anticipate needs, take initiative, and lead through ambiguity and change
- Strong written and verbal communication skills
- High level of discretion and ability to maintain confidentiality
- Experience working with data, budgets, and reporting tools
- Proficiency in Microsoft 365 (Outlook, Excel, Word, Teams)
- Experience with or willingness to learn our CRM Rock RMS and other ministry tools

STAFF PARTICIPATION

- Attend and participate in team meetings
- Attend weekly Staff Chapel
- Participate in key church-wide events and initiatives

SCHEDULE & WORK EXPECTATIONS

- Full-time, in-office role
- Regular schedule includes Sundays, with a weekday off
- Requires reliable transportation between North Indy and Midtown campuses
- Occasional evening or special event hours as needed

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Benefits:

- 403(b)
- Dental insurance
- Flexible spending account
- Health insurance
- Health savings account

Schedule:

- Five, 8-hour shifts
- Sundays
- Four Weekdays

Ability to Commute:

Indianapolis, IN 46260
(Required)

Ability to Relocate:

Indianapolis, IN 46260: Relocate
before starting work (Required)

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- Paid time off
- Retirement plan
- Vision insurance