

Position: Senior Assistant to the Central Discipleship Pastor

Reports to: Central Discipleship Pastor

Job Location: Arden, NC

Position Type: Full-Time

Summary of Position: The Senior Assistant to the Central Discipleship Pastor is responsible for giving administrative oversight and support to the Central Ministries Team and works directly with Central Kids, Students, and Adult Ministries.

Essential Qualities and Qualifications

- A personal and active relationship with Jesus Christ modeled by a commitment to supporting the vision, leadership and theology of Biltmore Church
- A Christ-like testimony that is displayed inside and outside the workplace
- An expressed passion and calling for serving Jesus in a Kingdom-minded, fast-paced, local church setting
- Prepared to join in membership as an individual/family and make Biltmore Church your home church. Active involvement in a weekly Connect Group with Biltmore Church is expected.
- Demonstrates initiative with an ability to work effectively apart from close supervision
- Proficient in computer skills including Microsoft Word, Excel, Outlook, and Google Drive.
- Excellent grammar, spelling, vocabulary needed, and experience in managing budgets.
- Proactive and effective communicator in person, on the phone, and by email/text
- Ability to maintain confidentiality of sensitive and/or proprietary information
- Highly organized and detail oriented
- Experience and passion for event planning, hosting, and follow-up are essential
- Minimum of two years of administrative experience is preferred

Essential Responsibilities

- Calendar management for Central Discipleship Pastor, Student Pastor, and Kids Director
- Maintains the budgets for Central Adults, Students, and Kids Ministries.
- Provide leadership and resourcing to Central Discipleship events with necessary ministry leaders
- Prepare agendas, reports, and budget updates for Central Ministries Team
- Attend meetings and events that are essential to carrying out the mission of Biltmore Church as it relates to Central Discipleship team
- Be aware of all church events that would affect the Central Discipleship Pastor's schedule and planning
- And other tasks as assigned by the Central Discipleship Pastor