



Lake Avenue Church
POSITION DESCRIPTION

TITLE: Lead Administrative Coordinator to Congregational Life

OBJECTIVE: To provide exceptional overall administrative leadership, and organizational and professional assistance for the Congregational Life Department and its affiliated ministries.

SCOPE: This position is located in the Congregational Life Department of Lake Avenue Church.

CLASSIFICATION: This position is classified as non-exempt

CORE QUALIFICATIONS:

- Exhibit a growing, vibrant relationship with Jesus Christ, evidenced through character, spiritual fruit, and daily dependence on the Holy Spirit.
- Possess pastoral gifts with a shepherd's heart, demonstrating care, spiritual discernment, and a calling to walk with others through their faith journeys.
- Lead with humility and integrity, modeling healthy rhythms of life, ministry, and rest.
- Demonstrate strong relational and leadership abilities, with a heart for developing and empowering others in their God-given calling.
- Embrace and reflect the diverse body of Christ, welcoming all with cultural sensitivity and Gospel-rooted compassion.
- Communicate the Word of God clearly and contextually, with a vision to see others mature in faith and community.
- Agreement with the Lake Avenue Church Statement of Faith

KEY RESPONSIBILITIES:

- Provide comprehensive administrative support to the Congregational Life team, including the Associate Pastor of Congregational Life, other pastors, and directors. This includes managing schedules, preparing correspondence, and ensuring compliance with ministry guidelines.
- Coordinate memorials, weddings, and other ministry events, including booking rooms, arranging logistics, creating promotional materials, and offering on-site support when needed.
- Maintain and update membership records, including new members, transfers, withdrawals, deceased members, and baptismal records. Collaborate with IT on database maintenance and cleanup, ensuring data integrity.
- Manage communications, including drafting and sending emails through the Rock platform, responding to correspondence, and supporting ministry staff with their communication needs.
- Oversee financial processes, including monitoring budgets for the Congregational Life Department, processing donations, and generating monthly financial reports for ministry leaders. Ensure accurate financial record-keeping.

RELATIONSHIPS:

1. Reports to: Associate Pastor of Congregational Life
2. Works with: LAC Pastors, staff, ministry leaders, volunteers, and vendors
3. Member of: Congregational Life Department

HOURS: 40 hours per week, Monday – Friday, weekend hours as-needed

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individual's with disabilities to perform the essential functions.

Usual office working conditions: noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises. Work assignments may require attendance at evening meetings.

PHYSICAL / MENTAL DEMANDS

Physical: While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and lift up to 15 pounds.

Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

Mental: While performing the duties of this job, the employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve non-routine and complex office administrative problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills; perform detailed work on multiple, concurrent tasks; work under deadlines with frequent interruptions; and interact with staff, congregation members, and others encountered in the course of work, some of whom may be dissatisfied or rude individuals.

SUBMISSION AND APPROVAL:

Approved by – Nick Barrett, PhD
Associate Pastor of Congregational Life

Date

Approved by – Tiffany Reynoso
Executive Director of Church Operations

Date

ACCEPTED BY:

[Candidate]

Date

RECEIVED BY:

Steven Escobosa
People Operations Manager

Date