



CROSSPOINT CHURCH

Location Pastor Administrative Assistant

PART-TIME (24-30 HRS)

LOCATED IN HUTCHINSON

CrossPoint Church is a growing, multi-site church with a mission to lead people to love God, grow up, serve all, and live sent. We are passionate about engaging our communities with the gospel, forming gospel-centered relationships, and making disciples.

The Hutchinson Location Pastor Administrative Assistant provides administrative and organizational support to the Hutchinson Location Pastor, helping him focus his time and attention on pastoral leadership, people, vision, and ministry.

This position serves as a trusted administrative partner by helping manage communication, scheduling, follow-up, projects, and day-to-day details. Success in this role means helping create clarity, organization, and margin while ensuring important tasks and relationships do not fall through the cracks.

Job Responsibilities:

- Manage and help coordinate the Hutchinson Location Pastor's calendar, appointments, meetings, and scheduling needs.
- Assist with email, correspondence, phone calls, and other communication as requested, helping identify items that require attention or follow-up.
- Answer incoming church phone calls and help callers connect with the appropriate staff member, ministry, or resource.
- Track action items, projects, and commitments arising from meetings and conversations and help ensure appropriate follow-through.
- Assist with scheduling and communication related to pastoral appointments, weddings, premarital counseling, funerals, baptisms, meetings, and other ministry responsibilities.
- Prepare documents, meeting materials, reports, agendas, forms, and other administrative resources as needed.
- Help organize information, files, records, and ministry resources so they are accessible and up to date.
- Assist with expense tracking, receipts, purchasing, and other basic administrative processes.
- Coordinate logistics for meetings, events, meals, travel, or special projects as requested.

- Communicate and coordinate with Hutchinson staff members and Support Team on behalf of the Location Pastor when appropriate.
- Assist with congregation and ministry follow-up, including helping ensure pastoral-care needs, guest connections, and other important next steps are appropriately communicated to the right staff member or ministry leader.
- Provide administrative support for special projects and location-wide ministry initiatives as needed.
- Assist with digital content such as social media posts and website updates.
- Practice a high level of discretion and confidentiality regarding pastoral conversations, personnel matters, counseling situations, and other sensitive information.

Skills and Qualifications:

- A growing personal relationship with Jesus Christ and commitment to the mission of CrossPoint Church.
- Highly organized with strong attention to detail.
- Dependable and able to follow through on responsibilities with minimal supervision.
- Strong interpersonal and written communication skills.
- Able to interact warmly and professionally with staff members, volunteers, church members, and community members.
- Able to prioritize multiple responsibilities and recognize what requires immediate attention.
- Comfortable taking initiative, solving problems, and anticipating needs.
- High level of discretion, wisdom, and confidentiality.
- Proficient with Google Workspace and able to learn church management, scheduling, and administrative software.
- Comfortable working independently while remaining collaborative and responsive to the Location Pastor and staff team.

Prerequisites:

- Must be able to pass federal and state background checks.
- Agreement with CrossPoint's employee standards of conduct and expectations.
- Must agree with and adhere to the CrossPoint Culture Stack.
- Must align with the mission, vision, and values of CrossPoint Church.
- Fulfill the responsibilities and expectations of a CrossPoint Partner.