



SOJOURN CHURCH MIDTOWN

ADMIN ASSISTANT TO THE EXECUTIVE PASTOR & LMT

Job Description

SOJOURN MIDTOWN MISSION & VISION

Sojourn Midtown exists to be a gospel-formed, multi-ethnic family, sent for the city. As a church, we seek to activate disciples to live out their personal and corporate calling for the good of the city and the glory of Christ. We envision thousands of Dream Disciples being formed in the way of Jesus and living as Resilient Apprentices, Sacrificial Friends, Adventurous Guides, and Courageous Storytellers. Every role at Sojourn Midtown exists to support this mission and contribute to the formation of Dream Disciples.

THE ROLE

Admin Assistant to the Executive Pastor & LMT

SUMMARY

The Admin Assistant to the Executive Pastor & LMT exists to support the mission and vision of Sojourn Midtown by creating organizational clarity, administrative excellence, and leadership capacity for the XP & Leadership Management Team. Through coordination, communication, project management, and operational support, this role helps pastors and ministry leaders remain focused on shepherding people, developing leaders, and advancing the mission of making Dream Disciples.

KEY RESPONSIBILITIES

1. LMT Coordination & Project Management
 - Coordinate the administrative rhythms of the Leadership Management Team, including meetings, retreats, planning sessions, communication, documentation, and shared resources.
 - Capture decisions, maintain action items, and develop accountability systems that promote clarity, ownership, and consistent follow-through.
 - Coordinate project timelines, administrative workflows, and communication plans that support strategic initiatives and ministry execution across departments.
 - Strengthen organizational alignment by facilitating clear communication and collaboration between the LMT, staff, ministry leaders, and key volunteers.

2. Executive Pastor Leadership Support

- Coordinate the Executive Pastor's schedule, priorities, meetings, and communication to maximize his effectiveness in leading the LMT and fulfilling his broader leadership responsibilities.
- Prepare reports, presentations, meeting materials, travel, hospitality, and other logistical support for the Executive Pastor and executive leadership.
- Anticipate administrative needs and proactively create capacity for the Executive Pastor to focus on shepherding, leadership development, organizational leadership, and strategic ministry.

3. Personal Development & Staff Expectations

- Engage in appropriate Sojourn Midtown staff training and development opportunities and contribute to the health and development of the staff team.
- Become fluent in and actively embody Sojourn Midtown's mission, vision, values, language, and ministry philosophy.
- Be an active and engaged member of the Sojourn Midtown staff team, contributing to a healthy staff culture and caring well for members of the church.
- Grow in your walk with Jesus through formation as a Resilient Apprentice, Sacrificial Friend, Adventurous Guide, and Courageous Storyteller.
- Faithfully live out the Membership Covenant of Sojourn Midtown.

SUCCESS MEASUREMENT

Success in this role is measured by an LMT that operates with clarity and organization, strategic initiatives that are executed with excellence, consistent communication and follow-through across departments, healthy administrative systems, and an Executive Pastor who is increasingly free to focus on shepherding, developing leaders, organizational leadership, and advancing the mission and vision of Sojourn Midtown.

REPORTING

Reports to: Executive Pastor

Collaborates with: LMT

Supervises: n/a