



Title: Executive Ministry Assistant	Prep/Revised Date: December 2025
Reports To: Senior Pastor	Direct Reports: N/A
FLSA /Hours: Exempt / 40 Hours	Campus: Fort Collins

Summary

The Executive Ministry Assistant serves as a trusted aide, proxy, and organizational extension of the Senior Pastor. This role provides high-level support, ensuring the Senior Pastor is equipped, informed, and pastorally present across Timberline's ministries and campuses. The position requires exceptional discretion, emotional intelligence, organizational strength, and a heart for serving within a ministry environment.

Duties & Responsibilities

- Be available during weekend services at both Fort Collins and Windsor campuses.
- Represent the Senior Pastor when he is off-site or engaged elsewhere.
- Serve as a visible liaison for staff, volunteers, and congregants on behalf of the Senior Pastor.
- Act as a proxy in real-time decision making when delegated.
- Provide clear, timely communication to staff regarding decisions, directions, and follow-ups.
- Attend meetings with or on behalf of the Senior Pastor.
- Take thorough notes, capture action items, and manage follow-through.
- Handle scheduling, preparation, and coordination for key meetings and events.
- Travel with the Senior Pastor as needed for ministry events, conferences, campus visits, or pastoral responsibilities.
- Assist with logistics, scheduling, and on-site coordination during travel.
- Provide timely reminders, briefings, and summaries to the Senior Pastor.
- Serve as a communication bridge with internal teams, campus staff, ministry leaders, and external partners.
- Help prepare documents, notes, and resources needed for preaching, leadership, or pastoral care.

Skills/Qualifications

- Strong relational and communication skills.
- Highly organized with exceptional attention to detail.
- Ability to handle confidential information with integrity and discretion.
- Flexible schedule with weekend availability; ability to travel.
- Demonstrated maturity, spiritual discernment, and alignment with Timberline Church's mission and values.

Education and/or Experience

- High School diploma or GED.
- Experience in ministry support, executive assistance, or operational leadership preferred.

Conditions of Employment/Physical Demands

- A satisfactory outcome from a criminal background check.
- Compliance with the Employee Handbook and Timberline Church Staff Covenants.
- Attend Staff Chapel (Part-time not required).
- While performing the duties of this job, the employee is required to stand, walk, sit, use hands, operate tools or controls, reach with hands and arms, talk, hear, and see.
- In the spirit of continuous improvement and serving one another, you may be asked to assist with interim duties or other duties as assigned.

To Apply: Click the link below to complete the job application. Please upload your cover letter and resume with the application. We will contact you for next steps.

Please Note: you must submit all requested items to be considered for employment. You do not need to complete the S.H.A.P.E Assessment unless specifically asked.

Position Details: Full-Time.

Exemption/Hours: Exempt. Salaried.

Compensation: \$56,000 – 65,000 annually; depending on previous experience.

Benefits Include:

- Insurance:
 - Employer paid medical, dental, vision, & life insurance.
 - Options for employees to add spouse and/or children for an out-of-pocket expense.
 - Monthly employer made contributions to Health Savings Account.
- Retirement 403(b):
 - Optional employee contribution plan via pre or post tax election.
- Leave:
 - Paid holidays.
 - Generous sick leave applied to leave bank after 30 days of employment. Sick leave accrual totals increase with employment longevity.
 - Generous personal leave applied to leave bank after 30 days of employment. Personal leave accrual totals increase with employment longevity.
 - 10+ paid holidays annually.

[CLICK HERE TO APPLY](#)