

DECIDED

**LOVE
WHAT
YOU DO.**



union
CHURCH

UNION CHURCH
EXECUTIVE ASSISTANT
JOB PROFILE

GROUP
ONE39

**CONNECTED.
RESULTS-DRIVEN.
BEST IN CLASS.**



THE UNION CHURCH STORY

Pastor Stephen Chandler dreamed of planting a church with a simple goal – helping people connect with God so that they might fulfill their destiny; Jeremiah 29:11 being the foundational source of that mission. This dream was birthed out of New Life International Fellowship Church, a church founded by Pastor Stephen’s father, Pastor Ron Chandler. With the help of the Dream Team, servant leaders committed to seeing this dream become a reality, Union Church (formerly Destiny Harvest Church) launched on September 11, 2011.

From 2011 to 2014, thousands encountered Christ like never before, and the church grew from one location in Woodlawn, MD to two locations, by adding the Laurel, Maryland location. Through prayer, in September 2015, Union Church moved to Columbia, Maryland, merging both campuses back together and was portable for 3 years. In February 2018, Union moved into its permanent location in Columbia, Maryland, and went under a brand refresh, changing the name to Destiny Church. Over the next year, attendance increased from around 700 people in attendance on a Sunday with about 300 people participating in 55 Connect Groups and 300 people serving on the Dream Team, to over 3,000 people in attendance on a Sunday.

Connect Groups grew to over 1700 people participating in them, and over 800 people serving on the Dream Team. This all happened within 3 years, making it one of the fastest-growing churches in America according to Outreach magazine.

In February 2020, with much prayer and guidance the Baltimore County, Maryland location was launched with nearly a thousand people attending the first weekend. In 2021, God laid on the hearts of Pastor Stephen Chandler and Pastor Jimmy Rollins, who at the time pastored i5 city church, a phenomenal church in Glen Burnie, MD to imagine what it would look like to bring two strong churches together. After much prayer i5 City Church and Destiny Church merged and became what is now Union Church. We are one church in three locations, with plans for future campuses being discussed and prayed through.

At Union Church, we believe that church should be a place where everyone is able to Know God, Find Freedom, Discover Purpose, and Make a Difference. Through most of the last decade, Union Church has been fulfilling its mission through Weekend Experiences, Growth Track, Dream Team, and Connect Groups.

UNION CHURCH MISSION & VALUES

Union Church exists to unite PEOPLE to PURPOSE.

We are Spirit-led, enjoyable, generous, destiny driven, and excellent.

JOB SUMMARY

As an Executive Assistant, you will support the Senior Pastor. This role will coordinate and manage executive scheduling, the dynamic nature of this role requires that the ideal candidate have exemplary time management skills and the ability to identify and anticipate the Senior Pastor's needs. The role must interact seamlessly and with a professional demeanor across a broad range of individuals including members of the Executive Team, Elders and Trustee, and other leaders that are connected to the Senior Pastor. To perform this job successfully, the individual is expected to handle highly sensitive and confidential financial, legal, personnel and institutional information while exercising professionalism and discretion.

PERSONAL PROFILE

- Loves Jesus & His Word
- Believes in & operates in the gifts of the Spirit
- Lives a life that represents Jesus & His church
- Loves Union Church, lives the mission, fam is all in
- High priority on loving people

ESSENTIAL DUTIES & RESPONSIBILITIES

Principal Responsibilities

- Serve as first point of contact for Senior Pastor
- Work directly with the Senior Pastor to support all aspects of his daily work routine.
- Draft, review and send communications on behalf of Senior Pastor
- Maintain the Senior Pastor's calendar, including scheduling meetings, appointments, speaking engagements, and travel (may include domestic and international) arrangements. Exercise discretion in committing time and evaluating needs.
- Serve as a liaison between the Senior Pastor and the public. This includes receiving and screening the meeting request, answering a variety of questions with tact, grace and diplomacy, taking messages, and directing people, emails and request appropriately and timely for resolution.
- Prepare correspondence and reports for Senior Pastors
- Plan and prepare materials for staff retreats and other meetings
- Maintain Senior Pastors' files; keep office organized
- Provide support to Overseers and Elders
- Develop and recommend strategies for increased efficiency and administrative support

ESSENTIAL DUTIES & RESPONSIBILITIES

Principal Responsibilities Continued

- Keep the Senior Pastor advised of time-sensitive and priority issues, ensuring appropriate follow-up.
- Routinely perform a wide variety of support duties.
- Handle printing, faxing, mail/overnight packages, copying, filing, and email/messages.
- Handle all hosting needs for events, guest speakers and the like.

KEY SKILLS & JOB COMPLEXITY

Unique Skills and Knowledge

- Excellent written and verbal communication skills
- Time-management skills
- Ability to pay attention to detail
- Organization skills
- Ability to multitask
- Basic understanding of frequently used computer software and programs, such as Microsoft Office
- Interpersonal skills

Problem Solving and Decision Making

- Solution-oriented
- Positive attitude and positive approach to problem solving

Relational Connections

- Pastors, Coordinators, Coaches, Captains, volunteer teams, pastoral staff, elders, and overseers

CANDIDATE PROFILE

- 3 H's are a MUST...hungry, humble, & hustle
 - Highly motivated initiator & self-starter
 - Think fast & act quick
 - If you have to ask what emotional intelligence is, NEXT!
 - Drama free, please!
 - If you're going to fit with Pastor Stephen and Zai...better know how to have fun, laugh, and walk in joy
 - Flexible, driven, goal-oriented and gets it done early
 - Must think systems and scale
 - Gatherer of people
 - Experienced multi-site leader
 - 10+ years' experience leading in a high-level ministry role
 - Bachelor's ministry degree preferred
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COLUMBIA, MD

Columbia, Maryland is a part of the DMV, The Washington Metropolitan Area includes the whole District of Columbia, Maryland, and Virginia. 30 minutes from DC and Baltimore, Columbia is uniquely positioned with rolling hills of farms in one direction, waterfront restaurant on the Chesapeake Bay in another direction, and bustling city streets with major sporting events still in another direction. Within the area and its surrounding cities, there are many exciting and interesting attractions to keep you engaged. It's a family-centered community amid the fastness of the East Coast life. Known for its attractions such as several Historic Landmarks and National museums, as well as amazing food, specifically seafood. Homes range from high rise living to townhomes and single-family dwelling. It's the perfect place to get a taste of city excitement.



We love what we do!

Group ONE39 is a transformational recruiting firm and leadership organization. We transform churches and ministries by delivering best in class talent and we help leaders increase their capacity for growth and reach. We create this transformation through established propriety interviewing systems, assessments, and simple memorable tools to help leaders understand themselves and connect well with others.

Our vision is transformation & our mission is

Transforming people + organizations

Values



Fun

We will laugh hard & often.



Generosity

We will give & not take.



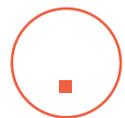
Integrity

We will be the same in public & private.



Team

We are better together.



Simple

Complexity is the enemy of growth.