Mission Statement: God calls people to His mission and ministry in many ways. Some are called to be active laity. Some are called to be chaplains and counselors in hospitals and other institutional settings. God also is calling some to the pastoral ministry. That ministry can be lived out through the role of Senior Pastor, Associate Pastor, Minister of Visitation, Minister of Christian Formation, Director of Music, Director of Youth and Recreation, Director of Communication, Office Administrator Treasurer, Facility Manager, Weekday School Director and Music Accompanist. We believe that those persons called to the ministry in the local church should be devoted to Jesus Christ and to the Great Commission. These persons should reflect the Christian character of humility, servanthood and agape. The person needs to be a student of the Bible and he or she should be devoted to a strong prayer life. They also need to be active in the Worship services and educational ministries within the local church. The Office Administrator should strive to follow the leading of the Holy Spirit as he or she continues to grow spiritually and provide administrative support to everyone who serves Aldersgate United Methodist Church.

General Requirements:

- Identify with the Christian faith and actively participate in the life and work of our congregation.
- Be dependable, neat, pleasant, diplomatic, and tactful.
- Demonstrate the ability to work well with others as well as present a warm and welcoming presence when interacting with our members.
- Attend training sessions as requested by the Senior Pastor or SPPR committee (i.e. Safe Sanctuaries© Training, personnel matters, etc.).

Specific Duties and Responsibilities:

- Organize the church office and daily schedule to conduct the business of Aldersgate UMC.
- Organize and/or assist staff and volunteers to accomplish routine or special administrative tasks as required.
- Work to implement our vision for Aldersgate UMC and its ministries in close collaboration with the Senior Pastor and the Church Council.
- Organize, Manage and Recruit Volunteer Staff for the daily activities of the Church Sanctuary and the Church Front Office, includes the front office staff of 10 and the Sanctuary Stewards of 7.
- Keep an accurate church calendar by recording dates of meetings and events.
- Support Aldersgate Treasurer by signing for Aldersgate, certain checks or documents when required. If still required, others can sign checks for Finance (see Mary Taylor).
• Interact with community, purchase gift cards for the **Compassion Fund.** (Food & Gas Cards) Front office staff is responsible for the distribution and sign out of such cards.

• Organize, Manage and recruit Weekly Greeters, Ushers, Lay Readers for Sunday Services and Special Seasonal Worship Services as well as weddings and funerals.

• Responsible for the church’s congregational membership role, i.e. New Members, Baptism, Transfer of Members Letter’s to and from Aldersgate. Certificates of Membership to and from Aldersgate to and from other denominations and update all changes into Planning Center.

• **Design, Create, and/or Collect** content and images distributed for all Worship Bulletins, all Welcome Centers and Welcome bags, and the material inside of each bag.

• Track Weekly and monthly attendance for Sunday Worship Services, Sunday school and small groups.

• Responsible for all Church Wide Mailing. (US Mail).

• Responsible for the Aldersgate Bus usage. Administrator must approve all “Bus Request” against the church calendar.

• Provide key support for Special Projects including Pictorial Directory, Lenten Devotional Projects, Purchase palms for Palm Sunday, Sunday altar flowers, All Saints Day coordination w/families & gather photos of family.

• Manage church copier contract and the Altar Flower contract.

• Responsibility for any Conference Reports (twice per year) (in consultation with Pastor).

• Support Sr. Pastor, All Staff, Congregation & Community.

**Specific Knowledge / Skills Required:**

• Dedication to service and responsiveness for everyone needing information or assistance.

• Views problems in a positive way, demonstrating faith, willingness and optimism while providing support.

• Strong administrative, computer, and communications skills are required.

• Skill in graphic design and layout in both print and web design.

• Enhance the administrative ministries of the church both internally to the congregation and externally to the community.

• Ability to organize, direct, support and enable growth to the volunteer assistants.

• Ability to maintain confidential information.

• **Working knowledge or ability to learn various software currently used for Church business in Office Administration.**

• Working knowledge of Microsoft applications and other applications as appropriate.