

ADMINISTRATIVE ASSISTANT



Position: 15 Hours/Week, Salaried

Reports to: Pastor, meets yearly with SPRC for Annual Review but may report/review with SPRC or Pastor at any time.

GENERAL DESCRIPTION

The Church Administrative Assistant offers hospitality as the “face” of the church, performs the essential clerical, administrative, secretarial, and communicative duties in relation to the day-to-day operation of the church under the direct supervision of the Senior Pastor.

SKILLS REQUIRED

Must have the ability to maintain a good relationship with leaders, members, and servants of SCCUMC, using his/her professional skills, spiritual maturity, strength of character, personal integrity, organizational skills, and computer skills, to enhance the flow of work and ensure a Christ centered office environment.

Exhibit effective oral & written communication skills. Demonstrate the ability to work cooperatively with others, responding to requests & responsibilities in a timely fashion, completing work with a high level of accuracy.

Demonstrate strong digital media and graphics skills that include website development, graphics editing and maintenance of social media platforms. Demonstrate the ability to operate all office equipment, including but not limited to copier, computer, and scanner. He/she must be proficient in the use of Microsoft Word, Publisher, Excel & Outlook. Experience with Shelbnext membership systems and Propresenter preferred. He/she must possess strong skills in grammar, spelling, and punctuation.

GENERAL DUTIES

- Receives and screens incoming telephone calls (including voice messages) and visitors to determine how the needs can best be served. Callers are referred to the appropriate person, committee, resource, or other source of information.
- Receive, distribute and respond to daily mail and email.
- Type letters or correspondence for Pastor as needed.
- Maintain information for Baptism, New Members and prepare the necessary forms for both.
- Prepare wedding bulletins, funeral bulletins, organize and schedule all wedding checklist sessions as necessary.
- Record and track worship attendance and vital statistics in EVC.
- Keep track of all guests that visit us at worship. Send out welcome letters.
- Collect/print/file Connection Cards and other promotional materials.
- Keep weekly schedule for the Pastor, schedule meetings and visitations.

- Make copies as needed for church activities.
- Maintain a calendar record to accurately report all current activities.
- Coordinate use of church facilities for church groups and others via the Trustees.
- Maintain an up-to-date Shelbynext data base of current addresses and phone number for members and guests.
- Prepare and maintain all mailing lists & mailing labels for all committees throughout the church.
- Maintains, updates and secures a complete office file system (digital and/or printed) to allow easy retrieval of necessary information and security of confidential information.
- Order and maintain all office supplies, worship supplies, finance supplies and other necessary supplies needed to fulfill the ministries of the church.
- Prepare and email the necessary meeting reminder and minutes for the committees prior to the next meeting.
- Operate and coordinate maintenance of all office equipment.
- Serve as Charge Conference Recording Secretary, including attending training events, preparing forms and packets.
- Attend staff meetings and other meetings (Ad Council) as per the Pastors request.
- Prepare and send out periodic newsletters, mass email or other correspondence as requested by the Pastor.
- Schedule facility inspection (fire marshal, fire alarm, emergency exit signs, fire extinguisher) and repair appointments, serving as onsite contact as needed.
- Maintains church keys in a safe and secure manner, allowing access to authorized persons with a valid reason for access and documenting such access.
- Coordinate worship volunteers (Communion, Ushers, Greeters, Nursery, etc.), including sending email reminders.

MEDIA and 'DIGITAL' RESPONSIBILITIES

- Create and maintain forms and publications necessary for volunteer sign-up, ministry event registrations, member information cards, membership and Baptism certificates and other similar documents.
- Work with Pastor to create digital graphics necessary for promotional materials, worship presentations and social media postings.
- Maintain website by updating information and graphics, uploading weekly sermon videos, creating new designs or pages for new events and missions, etc.
- Provide digital media, graphic arts, computer software training to SCCUMC volunteers and staff as requested by the Pastor.

FINANCIAL RESPONSIBILITIES

- Assist Financial Secretary by documenting (Shelby systems) and depositing all church gifts and revenues.

Approved and Accepted by Pastor _____ Date _____

Acknowledged and Accepted by Secretary _____ Date _____

Background check completed Date _____