

# Administrative Assistant

## Position Description



## Summary

The Administrative Assistant of Murrysville Community Church is hired by the Session and reports directly to the Pastor. The Assistant will aid the pastor in **managing the use of church facilities, coordinating ministry volunteers, and executing central administrative operations** of Murrysville Community Church. The purpose of this position is to help keep church members **informed about** and **strategically mobilized to do** ministry at MCC.

## Duties and Responsibilities

### Administrative Support of MCC's Pastor, Officers, and Lay Leadership

- Provide timely and courteous reception of regular office communications, incoming mail, emails, texts, phone calls, faxes, and office visitors.
- Collect and distributes incoming mail, including bills for Accounts Payable and other items delivered for MCC staff and ministry leaders.
- Review bills and signs outgoing checks in tandem with the Accounts Payable staff
- Process facilities-use requests submitted by members of the congregation and the surrounding community.
- Maintain and regularly update the church "People" account with Planning Center, including contact information, membership type, baptisms, weddings, deaths, etc.
- Prepare and complete membership interview forms, membership transfer requests, and certificates.
- Assist the Pastor and Session in Keeping track of church membership statistics and membership rolls.
- Schedule and advertise congregational meetings at the Session's directive
- Secure necessary materials (ballots, reports, handouts, etc.) for congregational meetings
- Oversee the inventory of church office supplies including their purchase and organization

### Communication with/for staff, church officers, ministry lay leaders and the congregation

- Prepares the programs for Sunday morning and Seasonal worship services.
- Designs promotional materials for various ministry events and distributes them utilizing various communication channels.
- Attends weekly staff meetings, working with the pastor(s), staff, and church officers.

- Relays messages from members of the congregation and the surrounding community to the Pastor, Session, Staff, and other relevant persons.
- Completes and submits the yearly PCA statistical report to the Session, then files it with the denomination upon Session approval.

## **Volunteer Coordination and Membership Tracking**

- Maintains attendance records for worship services and Sunday School classes.
- Coordinates our volunteer schedule using “Services” with Planning Center.
- Sends weekly reminders to volunteers via email, the “Services” mobile app, or postcard.

## **Seasonal and Special Events**

- *Christmas*: attends planning meetings for Christmas events, ordering candles and accessories, preparing postcards, promotional materials, and Christmas Eve bulletins. Contacts florist and prepares and distributes poinsettia order forms. Coordinates scheduling with the decorating volunteer(s). Coordinates holiday advertising, working with the deacons in proper signage. Works with coordinators in scheduling volunteers for Christmas Eve.
- *Easter*: attends planning meetings for Holy Week events, ordering and prepping the Maundy Thursday/Easter invitation postcards, bulletins, and other promotional materials. Contacts florist and prepares and distributes the lily order form. Coordinates the decorating schedule with the decorating volunteer(s) and the signage with the deacons. Works with the coordinators to schedule necessary volunteers for the Maundy Thursday service.
- *Funerals*: works closely with the pastor(s) to make arrangements for the funeral /memorial service and the luncheon (at the family’s request). Prepares the funeral program. Helps the pastor(s) make any necessary arrangements or communications with the funeral home.
- *Weddings*: works closely with the pastor(s) and bride/family to make arrangements for the wedding. Meets with the bride and wedding director as needed to secure proper building utilization.

## **Church Representation**

- Identifies and tracks guests and visitors, generating appropriate follow-up letters and invitations that provide pertinent information to pastor (s) and the assimilation team.
- Inputs and updates contact information on “People” with Planning Center, for visitors, regular attenders, and members of the congregation
- Maintains a positive interface with vendors (cleaning, lawn service, snow removal, office equipment procurement and repair, etc.).

## **Time Commitment**

Up to 20 hours per week

## **Compensation**

Competitive part-time salary commensurate with experience

## **Interested?**

Submit your CV, a Letter of Application, and a Letter of Recommendation to:  
Pastor Jason Leist | [jason@murrysvillechurch.com](mailto:jason@murrysvillechurch.com) | 419.305.8358