

Cornerstone Global Methodist Church

Position Description – (Membership & Attendance)

Reports to: Business Administrator

Primary Purpose: To further the vision of the church in partnership with the pastors, staff, and church family through administrative office tasks and communications efforts both internal and external. Maintain strict confidentiality of all church information concerning both the staff and church membership. Focus on Membership and Pastor support.

Work Hours Expected:

Part-Time (typically 25 hours per week (except for emergencies and special occasions)

Payroll Status: Non-Exempt, Paid Staff - Hourly

Minimum Maturity Level: Mature Christian

Spiritual Gifts: Administration, Helps / Serving, Learner

Talents or Abilities Desired: Responsible, flexible, and adaptable. Experience in typical office tasks, high level of computer proficiency, and impeccable reliability required. Experience in publishing, communications, online software applications (such as Google Suite, Microsoft 365, Planning Center online, etc.), advertising, and/or public relations preferred. Must be detail oriented with excellent communication skills.

Duties & Responsibilities:

- 1) Provide office administrative support by creating a consistently positive and uplifting environment and cross trained to provide short term support to job share partner.
- 2) Ensure that visitors to the office window and phone calls are greeted warmly and needs addressed.
- 3) Assist the Business Administrator and Pastors with clerical needs.
- 4) Accurately maintain all church membership records including transfers (in/out), births, baptisms, confirmations, weddings and deaths in church management software and tally sheet.
- 5) Keep attendance records for Sunday Worship, Sunday School and special events in the church management software system.
- 6) Increasing congregational engagement through preparing Weekly Prayer list, enlisting volunteers and maintaining a list of flowers for the Altar.