

EASTERN PARKWAY UNITED METHODIST CHURCH

CHURCH ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

Reports To: The Pastor, with input from appointed liaison from Staff Pastor Parish Relations Committee.

Hours of work: 10 hours per week. \$15.00 dollars an hour. With the option to flex hours as needed and approved by Pastor. 50 weeks per year with 20 hours paid vacation.

Position Overview: Clerical position that provides reception and secretarial duties for the pastor and church including communicating information, typing and collating information, organizing office and maintenance of records.

Key Competencies: Demonstrated verbal, written and interpersonal skills, is detail oriented, able to maintain confidences, able to plan, organize and manage time, is

reliable and able to work with minimal direction.

Education and Experience: Associate Degree and or with 5 years clerical experience or demonstrated comparable experiences working with the public. Able to use word processing software and produce correspondence including newsletters.

Job Responsibilities: Office/Facility Operation:

*Receives incoming calls and determines which can be handled by Administrative Assistant, which should be referred immediately to the Pastor and which can be handled by the Pastor as time allows.

*Greet office walk-ins.

*Sets office hour schedule with the pastor and reports to church office in person.

*Keeps pastor informed of any pastoral needs of the congregation.

- *Sort and distribute daily mail.
- *Order office supplies maintaining appropriate inventory of same.
- *Maintains accurate church calendar including scheduling and organizing use of church rooms.
- *Serves as contact person for rental groups using church space.
- *Verify appropriate approvals and keep track of all borrowed equipment.
- *Prepare and distribute Annual Reports and Conference Reports.
- *Maintain two sets of back-up computer records, one set to be kept on site, one to be kept off site.
- *Assist ministry teams and committees with special projects as requested and paperwork as requested.

Worship:

*Bulletin-Gather information, write/edit announcements; publish, fold and make available for worship service; print children's and large print bulletins.

*Distribute bulletin in advance to scheduled lay reader.

*Ordering flowers requested from members of the congregation

*Keep current publications in the narthex.

Membership:

*Check guest book weekly and send greetings or follow-up materials to each visitor as well as assist the Pastor in keeping records of these prospective members.

*Record weekly usher report of Sunday morning attendance.

*Keep up-to-date records of church membership request and prepare letters of transfer and appropriate certificates, (i.e.

baptism, membership, marriage, etc.); maintain records of all memorial gifts, send acknowledgements to the contributors, and notify the family of contributors.

*Notify appropriate team leaders and the Pastor regarding church participants who are in crisis or need (i.e., illness, birth, death, etc.) so that flowers, cards, prayers, visitation may be provided: monitor care of homebound members.

Communications:

*Newsletter published monthly-Gather, write, edit information for the Circuit Writer, format, add graphics, create Children's Page; publish and oversee bulk mailing, email to participants having email.

*Send out Weekly News Blast Communication of events and activities via email and hard copy to those not on email.

*Publicity-Send news releases to the Daily Gazette and fliers to other churches (UM, ecumenical; design and prepare posters and

programs for special events sponsored by the church; assist with bulletin boards and sign-in sheets.

*Correspondence-Type and mail letters from the Pastor, church leaders, church school, etc. and maintain files of such; prepare and send meeting cards; prepare and send Pastor's weekly prayer cards.

*Email and telephone-Communicate with the congregation, team leader's committee chairperson, Conference and District staff and others, as needed.

*Other duties as assigned by the pastor.

Revised: June 2021