

POSITION TITLE: Church Administrative Assistant

ACCOUNTABLE TO:

Church Elders

- Establish/revise a job description and responsibilities as deemed necessary
- Provide evaluation input, support and encouragement
- Establish/revise salary and benefits as necessary (voters assembly approves annually during budget review)

Pastor

- Provides input for job description and responsibilities
- Provides daily supervision and performs job evaluation

PURPOSE: To serve the church by providing secretarial and administrative services for the Pastor, paid staff members, Church Council, and the appropriate needs of the congregation

PRIMARY DUTIES AND RESPONSIBILITIES:

Secretarial duties include but not limited to (all duties must fall within the policies and procedures as approved by the Council):

1. Phones and Email

- Receive incoming phone calls, answer questions and provide information when possible
- Take messages for pastor and staff
- Keep answering machine up to date
- Check e-mail daily, corresponding as needed

2. Postal Duties

- Pick up in-bound office mail from post office each morning, sort, and deliver to appropriate staff and church members
- Purchase postage supplies as needed
- Supply the Evangelism committee with postage, envelopes, brochures, and welcome letters as requested

3. Mailboxes

- Organize, clean, and update member mailboxes
- Notify the Evangelism Committee of overfilled boxes

4. Appointments, Scheduling and Support

- Schedule appointments for Pastor, handle correspondence, and other general clerical and support tasks as needed
- Keep master calendar for all church functions
- Communicate date information through a monthly publication of the church calendar
- Maintain and schedule dates for baptisms, weddings, funerals, and other special events in consultation with the Pastor
- Prepare and maintain schedule for acolytes, greeters, audio, video, ushers, and Power Point operators
- Support the day to day clerical needs of the church, excepting those tasks that are the responsibility of the council, boards and committees

5. Maintenance of Office Computer Programs and Equipment

- Operate, call service technicians for maintenance and repairs as required
- Purchase supplies for equipment
- Report office equipment needs for new equipment to the Elders

- Troubleshoot computer glitches, as able
- Update computer programs as they become available
- Backup data weekly
- Create and maintain Church website as needed
- Maintain copier codes, records, & counts

6. Records

- Ensure office files are up to date and well organized
- Update and maintain membership list
- Enter all data pertaining to baptisms, confirmations, weddings, birthdays, anniversaries, deaths, transfers in and out, and personal information into the computer
- Record, maintain, and update historical records and data
- Check with the Elders of the church before destroying any property or records.

7. Literature

- Maintain public displays of literature, forms, sign up sheets, reports, and publications

8. Supplies

- Order and stock office and worship supplies as needed
- Order church forms, bibles, hymnals, etc., as requested by church council, committees, and congregational members (requestor must coordinate with church treasurer in advance for availability of funds)

9. Weekly publication of Bulletin

- Compile and proof all information from staff and church members for weekly publication
- Type sermons as requested
- Create custom bulletin for homebound members
- Maintain past copies of bulletins for future reference (5 years)

10. Weekly Power Point Presentation

- Compile information and proof presentation to coincide with the weekly bulletin
- Create special presentations for creative services

11. Weekly Attendance Batches

- Enter attendance sheets for all worship services, adult and children Sunday school, FIRE youth group, and School of Religion
- Create a visitors list from the attendance sheets to be given to the Pastor

12. Monthly Newsletter

- Compile and proof all information from staff members and church members for monthly newsletter
- Mail copies to homebound members and special mailing list monthly

13. Bookkeeping Duties

- Compile and calculate payroll for employee staff
- Compile information to complete quarterly Government reports and send to accountant
- Maintain payroll taxes paid