

Job Description Spruce Street United Methodist Church

Position: Church Administrative Assistant

The Church Administrative Assistant will report to the Staff-Parish Relations Committee and is under the daily supervision of the Senior Pastor. The position is under the yearly evaluation of the Staff-Parish Relations Committee.

Position Requirements:

- Must display a Christian perspective and have a willingness to learn the workings of the United Methodist Church.
- High School Diploma or equivalent.
- Operation of general office equipment such as folding machine, copier, FAX machine, computer, and telephones.
- Efficient operation of the computer, including Word, Excel, Power Point, Publisher, database programs, and Internet tools/programs.
- Must possess confidentiality, loyalty, and professionalism in day-to-day duties.
- Serve as an effective team member of the church staff and make every effort to attend staff meetings.
- Relaxed business-casual dress code

Duties and Responsibilities:

- Serve as a receptionist for the church office, noting/relaying requests and announcing visitors/members waiting to talk with the pastor(s) or other staff members.
- Answer incoming and recorded telephone calls.
- Collect necessary information for the Sunday service bulletin and prepare a rough draft of the bulletin for review and editing by the pastor(s). In addition, arrange for reproduction/copying of the final bulletin. Work in cooperation with volunteers.
- Preparation of letters, bulletins, newsletters, and post cards. Additionally, maintain mailing lists, e-mail lists, name tags, church directory, and Facebook and other social media platforms.
- Use the church software management system to maintain a central filing system for all church correspondence, reports, records (including charge conference, quarterly conference) etc. Access to the filing system shall be controlled and entered only by the Administrative Assistant, pastor(s), and staff.
- Maintain and update the monthly church calendar in a timely manner, adding or removing entries as they occur.

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- Notify persons that will be participating in the Sunday services.
- Collect and enter the information needed for membership rolls, weddings, baptisms, deaths, etc., that thereby enables the church membership secretary to enter proper data in the church books.
- Maintain the parking permits in cooperation with the City of Morgantown Police Department. A log will be maintained of all church members that have parking permits, The Church Secretary will recover all parking permits.
- Schedule building-use and collect payments as necessary for the use of church facilities, including kitchen, social hall, etc., according to church guidelines. Communicate building-use schedule to the Building Supervisor.
- Prepare material for mailing and delivery (as needed) to the post office.
- Maintain and update the sermon topic and other church information on the outside church bulletin board.
- Supervise maintenance on the various pieces of office equipment.
- Maintain and control access to the central office key cabinet.
- Access the office safe as needed.
- Perform other duties as assigned.

Hours: 16 Monday -Thursday 9am-1pm

Pay \$15 per hour

Approvals:

Pastor _____ Date: _____

Staff-Parish

Relations Committee _____ Date: _____

Church Administrative

Assistant _____ Date _____