

Stephens City United Methodist Church

Administrative Assistant

Job Description

**Job Type:**

Part-time position (30 hours per week), Monday through Friday.  
Hours 9am -2 pm, with option to work remotely one day a week.

**Reporting Relationship:**

This position reports to the pastor.

**General Duties:**

1. Maintains computerized church files and church membership records as specified in the Book of Discipline, including:
  - a. Membership roll
  - b. Baptisms
  - c. Marriages
  - d. Sunday School attendance records
  - e. Worship services attendance records
  - f. Food Pantry attendance records
  - g. All other Church Programs attendance records
2. Prepares and maintains up to date mailing, email and telephone list of all church members.
3. Prepare and submits Charge Conference materials. Also enters Year End Statistical Report information on the conference website.
4. Serves as a receptionist to welcome visitors and responds to phone calls.
5. Provides assistance to transients and local citizens in the pastor's absence.
6. Retrieve mail from post office, sorts and distribute.
7. Contacts appropriate committee chair for approval of bill payment.

8. Assists the pastor with all church correspondence, reports, the business of the church, including matters related to weddings, funerals, baptisms and the sending of meeting notices.
9. Schedules use of the church facilities in accordance with the Church Council policies.
10. Sends out email blast as provider by the pastor, members and/or staff.
11. Notifies pastor of a church member's illness, death, or problems that may need the pastor's attention.
12. Maintains the church calendar of events.
13. Serves as contact person for repairs and deliveries.
14. Orders supplies for the church office, worship, cleaning, kitchen and others as needed.
15. Co-sign church checks (unless holding another church position that is a conflict of interest ie. Church treasurer), prepared by the treasurer, per church policy.
16. Assist Pastor in preparing Church Bulletins for services.
17. Prints bulletins for Sunday Worship and any special services,
18. Responsible for the monthly church newsletter, including, but not limited to:
  - a. Meeting deadlines as specified
  - b. Coordination of articles and materials
  - c. Research and development of newsletter stories and features
  - d. Printing of newsletter
  - e. Distribution, mailing and emailing to all church members and others as designed
19. Maintains in confidence sensitive issues regarding church members and other matters as required.
20. Participates in organizing and publicizing of the annual Stewardship Campaign.
21. Maintains list and assigns Door Access Codes, as directed by Trustees.
22. Monitor Door Cameras (as best as possible), and allow access to authorized persons.

23. Other duties as assigned

**Position Requirements:**

Knowledge and use of computer programs to include, but not limited to;

- Microsoft Word
- Adobe Reader
- Acrobat Pro
- Church Windows Software (Membership Management Module)