

Memorial United Methodist Church

Position Description

Position: Administrative Assistant

Reports to: The Pastor

Responsible to: The Staff Parish Relations Committee

Salary: \$6240 per year or amount agreed upon by the Administrative Council

SUMMARY STATEMENT:

The Administrative Assistant is someone who has a pleasant demeanor and is willing to take on the Administrative tasks involved in supporting a church. The Administrative Assistant will be responsible for being a representative of the church to members and others when at the church or on the telephone on church matters. This part-time position is for a minimum of 10 hours per week, some tasks may be done at home as determined by the pastor. Final schedule to be determined by the employee and pastor.

CORE COMPETENCIES:

- Ability to maintain confidentiality.
- Must be a self-starter and motivated to work independently.

PRINCIPLE JOB SKILLS:

- Good computer skills in Microsoft Word, Excel, Power Point and Easy Worship.
- Time management skills

PRINCIPLE JOB DUTIES

- Prepare church bulletin and inserts and make copies for worship
- Prepare and input Sunday worship service slides into church computer using Easy Worship program
- Run Easy Worship program and audio-visual system during Sunday morning's worship when volunteer is not available to run system.
- Copy and distribute audio-visual service to congregation via internet or mail.
- Maintain current and accurate prayer list
- Answer phone when on-site and periodically monitor and act on phone messages as needed
- Meet and supervise maintenance personnel as needed during scheduled work hours
- Collect, review and distribute mail
- Create and distribute newsletter to include prayer list, upcoming events, and other information as requested by the pastor
- Remind lay worship participants of upcoming commitments
- Update web page and enter church activities on church calendar as needed
- Send "One Call" messages as requested by the pastor
- Prepare documents for Annual Charge Conference
- Maintain Administrative Council Committee files.
- Any additional support by pastor as required

Training on Easy Church software and One Call message system will be provided