

Smith Memorial United Methodist Church

Church Administrative Assistant

Job Description

Updated April 9, 2021

The Administrative Assistant of Smith Memorial United Methodist Church will be expected to perform his/her duties Tuesday through Friday from 9:00 a.m. – 3:00 p.m. daily and on the last Monday of each month from 9:00 a.m. – 3:00 p.m. Since the work-day is only six hours, no lunch hour is scheduled.

The Administrative Assistant shall work with the Pastor and the Children/Youth Director and church members in performing his/her following duties:

1. Meet, greet, and route all visitors who come to Smith Memorial during work hours.
2. Maintain all business files and records for church office. Keep track of, and order, all office supplies and materials.
3. Answer phone and route or handle all calls.
4. Keep membership records in ledger, online, and in files changed and updated, all rolodex and mailing lists updated.
5. Pick up mail at Post Office and mailbox at church and distribute it or handle as needed.
6. Maintain records of and distribute security entrance cards and church keys for the church members.
7. Check voice mail and email each morning and make notes of messages, and forward or print copies of emails for contacts.
8. Prepare and print flyers and tickets for UMM BBQ semi-annually; prepare flyers and related materials for UMW, call or otherwise remind committee members of meetings. update and prepare address booklets at the beginning of each year for members; Post worship attendance on computer each week and send visitor's letters, if asked.
9. Prepare Sunday Morning bulletins, as well as bulletins for all special services or holidays. Mail weekly bulletins to shut-ins.
10. Pick up bank bag with weekly bank statement to balance and prepare income records. Post weekly contributions for church, memorials, and mission funds on computer and office files.
11. Post weekly income breakdown, church meetings, missions, etc. and activities on EVC site online.
12. Collect articles and prepare newsletter to email each month online; mail approximately 35 newsletters.
13. Prepare mailings (regular or bulk) for pastor or church officers when needed – (such as stewardship/pledge letters, fund-raising letters, church directory mailings, etc.)
14. Prepare Annual Conference forms and reports for Charge Conference online and in file folders each year.
15. Prepare end-of-the year reports online and in file folders annually.
16. Prepare, print and mail all contribution records to membership at the end of each year. Order, prepare, and distribute new giving envelopes for members each year.
17. The secretary's responsibility is also anything else I am asked to do by the pastor or church members concerning church matters.

The salary will be decided by the Parish/Staff Relations Committee each year. As with most part time positions, there are no insurance or pension benefits.

There will be two weeks paid vacation each year at a time requested by the secretary and approved by the pastor and cannot be carried over to the next year. Automatic paid holidays include: New Year's Day, Fourth of July, Thanksgiving Day, Christmas Eve, and Christmas Day.

Smith Memorial United Methodist Church is an Equal Opportunity Employer and shall have the responsibility for employing and terminating the Administrative Assistant, Church Secretary and/or Office Manager.

Software programs needed to know – to some extent:

1. Microsoft Office (Word, Excel, Publisher)
2. Mailchimp (for Newsletters, emails for church groups, etc.)
3. Church Plus and Breeze Church Management (for Income posting, reports, etc.)
4. Google
5. Gmail for emails
6. Adobe Acrobat Reader (PDF) for Virginia Annual Conference reports, etc.