

WARREN

MEMORIAL

UMC

Job Description

Job Title: Administrative Assistant

Job Summary

The Administrative Assistant is responsible for maintaining the front office, the church database, and assisting the pastoral staff with clerical programming needs. The person holding this position must have strong managerial and organizational skills; be knowledgeable of **Office Powerpoint, Microsoft Word, Office Excel, Works Spreadsheet,** and ***Power Church**, and must have strong oral and communication skills. The person holding this position will report directly to the **SPPRC**, adhere to all handbook policies, and will receive daily operational instructions from the **Pastor**. The Administrative Assistant must work effectively and efficiently with Pastoral Staff.

Salary:

This position is a full-time position and will be paid bi-monthly. All payments will follow the standard payment procedure as directed or adopted by the Finance Committee. Payments are based upon the job responsibilities noted below. The hours are 9:00a.m. until 5:00p.m. and includes a one hour lunch break.

Vacation Time:

The Administrative Assistant shall have a vacation period of two (2) weeks with pay.

Duties of the Administrative Assistant:

- Maintains the church office
- Answers telephone
- Opens mail and distributes mail to persons of concern
- **Monday, pick up Finance folder, sort, make copies and mail bills** or other correspondence that is in the folder
- **Input financial offerings into Power Church and submit report to finance committee**
- Type and mail correspondence for the pastor and the church
- Prepare Sunday Bulletins weekly
- Enter Charge/Church Conference Report on the system
- Prepare Charge/Church Conference Book
- Receive and assist with Church Council Reports from Church Leaders and prepare Council presentation via PowerPoint (Quarterly)
- Keep list of deaths
- Keep list of new members
- Keep list of baptisms
- Send Bulk mailing to the congregation
- Mail Upper Rooms and Sunday Bulletins to sick and homebound members

- Maintain membership on Power Church
- Maintain membership Directory
- Assist Pastoral Staff with reports
- Retrieve church e-mail
- Print monthly birthday list
- Print Monthly-At-A-Glance calendar
- Assist the senior pastor as needed
- **Order** worship, christian education, and cleaning supplies
- Maintains and order office supplies
- Prepares and print programs for all worship and special programming needs of the church
- Coordinates and train volunteers to supply church office
- Meets with Senior Pastor as needed
- Perform other duties assigned by the senior pastor
- Provides back-up for Financial Assistant in-lieu of his/her absence
- Maintains a program of self-improvement and study
- Provides weekly church schedules and activities to caretaker, custodian, and security
- Advise the SPPRC Chair with a four (4) week notice when planning to leave or retire
- Maintains church office equipment
- **Maintains confidentiality**
- Exemplifies high Christian morals, attitude, and lifestyle at all times

*Will be trained on Power Church

Revised: February 2016