

# Job Description

## Church Administrative Assistant (A.A.)

Position: Administrative Assistant (A.A.)—Permanent/Part Time

Reports to: the Pastor for daily responsibilities and duties; in the Pastor's absence, the A.A. would report to the Council President or their approved designee

Hours: maximum 20 hours per week, with a four day schedule being agreed upon by the Pastor and the Church Council. Hours for those fixed-scheduled days would be from 9:00 AM through 2:00 PM

Approved by: Church Council

Approval Date: 07/09/2018

The A. A. assists the Pastor with a variety of tasks essential to the operations and organization of the Church. The A. A. has direct responsibility for a variety of duties, most of which are detailed in this Job Description. The A. A. is required **at all times** to perform in a pleasant, professional, responsible and confidential manner in order to achieve satisfactory completion of the duties and tasks assigned. In addition, a high degree of professional organizational skills are essential to fulfill the position's requirements.

### Duties & Responsibilities:

- **Publication of the Weekly Extra:** update the weekly calendar, announcements, prayer list, flower/memorial names, and other pertinent information. The Extra will be uploaded to the Church Website every week, no later than 2:00 PM on the Friday before that week's Church Service. Printed copies are to be made available for Sunday Services.
- **Weekly Service Program:** coordinate information from the Pastor, the Music Director, and others for developing the later Service PowerPoint. Note that this may be expanded to include the early Service in lieu of the Weekly Bulletin. Also, this may become the sole responsibility for the A.A. as determined by the Pastor and Music director.
- **Weekly Bulletin:** coordinate information from Pastor, Music Director, and others (as appropriate) for accurately developing and printing the hard copy Bulletin. (This may be eliminated, if determined by the pastor and church council that a weekly bulletin is obsolete)
- **Weekly Lessons and Prayers:** print lesson sheets from the Weekly Service Program (above), for the Pastor and place a copy on the lectern so that lessons are available to readers. Send weekly email reminder to assigned readers, assisting ministers, ushers, acolytes/crucifers, greeters and cash committee members assisting with each of our Sunday Services. When the Pastor has

provided the prayers of the church and offertory prayer (second service only), email to assisting ministers.

- **Weekly Prayer List:** maintain and update the weekly prayer list, obtaining the prayer sheet from Pastor after the prior week's Services. Update list monthly to keep it current.
- **Homebound Mailing:** print activity sheet, include a copy of the Extra, and the Upcoming Sunday Bulletin for a Wednesday mailing each week.
- **Quarterly Newsletter:** solicit all necessary submissions and coordinate the publication of this document (with the Newsletter editor), with email distribution to congregation no later than the last day of each quarter. For those members without email access, print the appropriate number of hard copies for placement at the Information Center. For home-bound members, mail the Newsletter via the US Mail. The Quarterly Newsletter may become the sole responsibility of the A.A.
- **Procurement:** order/procure consumable supplies and related Church materials, as inventoried and requested by the Pastor, staff, or members. All purchases should be made through the Pastor/A.A, whenever possible. Other intermittent purchases may be reimbursed by the treasurer to members upon submitting a receipt for reimbursement.
- **Website Update:** (weekly insertion of the Extra has already been listed above.) Update the site to include basic information such as the current events page, current Council and Ministry Team individuals, and more recent pictures, is necessary. The website update may become the sole responsibility of the A.A.
- **Marketing:** submit articles for events (as are written by others) to the local papers and related social media websites, for activities such as the Fall Craft Fairs, special events, etc.
- **Non-weekly tasks** include, but are not limited to the following: publication of the Mother's Day and Father's Day Carnation Booklets; providing information to the NALC as requested; (at least annually) update Self-help group contacts; request and obtain yearly Child/Youth Screening Letters—including reference checks for all teachers; annually update the Church Directory—targeting September 1 for completion; generate, mail, execute, and secure copies of Facilities Usage Letter and Contracts.
- **Routine tasks** are associated with general professional running of a Church Office, such as answering phones and responding to mail in a timely manner, keeping the office neat, organized, and safe (this is one of the church's first impressions to the public). These tasks have not been detailed in this job description but are basic, important requirements of the position. **Additional duties and tasks** may be assigned, substituted or deleted based on the changing needs of the Church.