

CHURCH ADMINISTRATIVE ASSISTANT JOB DESCRIPTION
January 2018

Work Week: Thirteen hours per week. Typically, Tuesdays 11:00-4:00pm and Thursday, from 10:00 am. to 5:00 pm.

Reviews: Regularly with the Pastor; yearly review in June with the Pastor and Council Vice Chair and others as appropriate.

Salary: Hourly rate-\$12.00- paid at beginning of each month for previous month.

AREAS OF REPONSIBILITY

Bulletins for Sunday: Collect information from Pastor, Music Director, Organist, and Sunday Worship Volunteer (list located in narthex (flowers, greeters, lay readers, and coffee hour hosts). Add to bulletin format (Microsoft Word). Include calendar items and liturgical readings. Add in graphics for cover, according to Pastor's selection. After approval from the Pastor, print, collate and fold. Create PDF document for emailing to "Bulletin Weekly" group and the Liturgist.

Bulletins for Special Occasions: Chrismon, Longest Night, Christmas Eve, Ash Wednesday, Maundy Thursday, Memorials/Funerals, others as needed.

Calendar: Keep the monthly Calendar Book (UCC spiral) current, include events in weekly bulletin, update church and pastor's calendars in google calendar, create PDF from church calendar in 3 month increments and email to church at beginning of each month.

Copier: Lexmark. Order toner as required, troubleshoot copier challenges as needed.

Email: Check all incoming email; forward/ reply, as needed.
Maintain Address Book Lists (Groups).
Email information to special group participants, as needed.
Manage weekly e-blasts to congregation about upcoming events and announcements.

Files: Keep current and organized-computer files as well as drawer files.
Back-up computer files at the beginning of each month.

Mail: Retrieve from mail box at the road, sort, open, and distribute as appropriate. Prepare letters/mailings as needed for Pastor and Council, including year end tax letters and newsletters.

Member & Friends Information: Transfer new names of visitors from guest book in narthex to file system: enter names, addresses incl. email, phone numbers-update as required into (1) Card file (2) Member Directory (Word and Excel documents), and (3) Email (Gmail) system. May soon be moving to database system. Transition will include prepping member files for entry into Database as well as significant data entry, Create name tags for visitors as requested.

Monthly Calendar: Prepare monthly calendar. Information gathered from Pastor, UCC calendar, Committee chairs, Preschool calendar. After approval from the Pastor, send draft to Committee Chairs for comments. Final calendar should be emailed to UCC group list. Make 5 hard copies for placement in the Narthex and 1 for posting on the bulletin board in office.

- Phone Calls: Answer all calls, take messages, retrieve messages from Pastor's phone when she's away.
- Secretary Manual: Keep reference information current on lists of council members, members, friends, volunteers, B&G maintenance.
- Supplies: Order for delivery-paper, envelopes, stamps (from Treasurer), general office supplies, paper supplies for the kitchen (Amazon, SOS, Staples-can order online).
- Council: Copy documents for Council meetings once per month. Keep Council Minutes binder up to date. Distribute Council Meeting summaries to congregation via email.
- Bookkeeping: Work with Church Treasurer to enter weekly collection plate contributions into each congregant's record. Assist with Payroll Mate software for payroll. Occasionally Printout for signature an occasional check from the accounting system. Occasionally deposit church funds into the bank. Keep the address database in the billing system up to date. Track incoming bills and direct to the treasurer for resolution.
- Qualities Expected: Trustworthy with confidential internal information; fully cooperative with Pastor and Council; efficient; friendly.
- Computer Skills: Required:
Proficiency in Word, Quickbooks for recording Member/Friends contributions to the church; google calendar and google drive for non-profits; Adobe document editing; some proficiency with Excel, Limited expertise needed in Payroll Mate.
- Desired:
Prior experience working with Power Church database software preferable; alternatively high aptitude to learn a must. Comfortability updating website in Wordpress and demonstrated proficiency in social media posting highly desired.

Additional duties as required.