

BLUFFTON UNITED METHODIST CHURCH
ADMINISTRATIVE ASSISTANT
JOB DESCRIPTION

JOB DESCRIPTION

This is a 20 hour/week part-time position with scheduled church hours of Monday-Thursday from 9:30 a.m. to 2:30 p.m. This position will require Safe Sanctuary Training, which includes a background check.

This position works under the direct supervision of the Pastor but also works with church staff, appointed Committee Chairpersons and Lay Members.

A private office space is provided for this position. Duties are performed within and outside BUMC. (Counting of church offerings will not take place in this private office space.)

QUALIFICATIONS Administers and coordinates all office and business activities and is responsible for maintaining day to day operations of the church, assisting the pastor and ministry teams in their work and managing the needs of the church facility.

- At least 2+ years of office work experience
- Proficiency in Microsoft Office software (Word, Excel, Publisher) and mobile technology.
- Maintains the church's social media presence (Facebook/Instagram, etc.)
- Maintains church's website
- Maintains google email groups and sends church-wide emails
- Gathers, creates and prints, emails or mails the monthly newsletter.
- Excellent interpersonal communication, organization and computer skills.
- Strong flexibility and adaptability; ability to multi-task and prioritize.
- Works with AV team providing slides and information weekly
- Prepares and e-mails announcements of special services for newspapers or other local publications.
- Creates prints and/or emails or mails Bulletins, Letters, Labels and Inserts.
- Christmas and Easter Cantatas, Lenten Study Programs)
- Manages communication budget

EXPECTATIONS AND RESPONSIBILITIES (others may be assigned)

- Be first wave of welcome at the church office during office hours; Monday through Thursday 9:00 a.m. to 2:30 p.m. Answers phone, directs calls, takes and forwards messages.
- Serve as communications central between church and staff. Oversees, manages and publishes the master calendar.
- Attends and participates in staff meetings.

- Gathers, enters and prints the information needed for Conferences (statistical tables in January/February and Charge Conference in the fall).
- Provides administrative support for various ministries of the church as needed (worship, mission, finance and ministry committees).
- Membership Secretary (maintains records of who is a member, where transferred from or to, contact appropriate churches, etc.
- Records worship service attendance
- Maintains church database – photos, information, giving, etc.
- Prepares certificates for baptism, confirmation, membership.
- Oversees Office Budget.
- Orders all needed supplies.
- Picks up and drops off mail.
- Purchases postage prepares and updates master lists for mailing labels.
- Maintains church directory
- Monitors copier/Maintains copier contract
- Posts notices of committee meetings as requested by chairs.
- Prepares visitor brochure and issues of the church newsletter
- Prepares slides for projection
- E-mails scripture to readers
- Prepares programs for memorials
- Works with wedding coordinator to schedule weddings
- Schedules building use for weddings, church meetings, civic meetings and funerals; gathers information (announcements, events for the week, birth dates, etc.), prepares text on computer, runs bulletins on copier, folds, adds inserts and has bulletins ready for church services.
- From time to time, completes other tasks as assigned.
- Works with bookkeeper to record giving, coordinates with vendors about billing as necessary, coordinates check requests.

I have read and understand the various job duties required of this position and attest that I have completed the necessary Safe Sanctuary Training.; It is also understood that the job description may change from time to time and will assist in updating the job description to keep it accurate as it relates to actual job duties.

Signed

Date

Senior Pastor or Church Treasurer

Date