

ADMINISTRATIVE ASSISTANT

The administrative assistant is responsible for providing professional administrative support for the pastoral staff and coordinating tasks with the church secretary/receptionist.

Ministry Area/Department	General staff/administration
Position	Administrative assistant
Accountable To	Pastor
Ministry Target	Pastoral staff
Position Is	Paid staff
Position May Be Filled By	Church member
Minimum Maturity Level	Stable, maturing Christian
Spiritual Gifts	Administration • Serving
Talents or Abilities Desired	Experience in secretarial and administrative tasks • Computer literate and accurate typing, 55 + wpm • Good organizational skills • Detail oriented • Pleasant phone manner
Best Personality Traits	Dependable • Discreet • Friendly • Professional • Neat
Passion For	Providing administrative support to church pastors and managing an organized and efficient church office
Length of Service Commitment	Two years minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** forty hours a week
2. **Participating in meetings/training:** up to four hours a month

RESPONSIBILITIES/DUTIES

1. Participate in staff planning meetings.
2. Compose or transcribe correspondence for pastoral staff.
3. Keep accurate church records, including attendance, membership, baptismal, marriage, newsletter, special mailing lists, etc.
4. Use desktop-publishing software to prepare:
 - a. Church newsletter
 - b. Special flyers as needed
 - c. Bulletins
5. Make phone calls as directed by pastoral staff.

6. Order/maintain office and administrative supplies, including stamps or postage for postage meter.
7. Prepare and maintain annual reports, minutes from monthly business meetings and other special projects as directed by pastoral staff.
8. Maintain schedule of appointments for pastor(s).
9. Maintain master calendar of events.
10. Keep lists of hospitalized church members, special prayer requests, deaths, births and other important events. Mail cards from church as appropriate.
11. Oversee/delegate tasks to the administrative secretary/receptionist.