

Position: Church Administrative Assistant	Leave: In accordance with church policy
Department: Administration	Dress: Appropriate
Accountable to: Pastor	Job Classification: Part time (approximately 25 hrs per week)
	Prepared September 2, 2001 Approved September 26, 2001 Revised August 27, 2008

Qualifications:

1. Should be experienced with contemporary office skills and management with several years work experience in an office setting.
2. Should have competency with contemporary office equipment, particularly in the use of desktop computers (e.g. Windows Office environment for word processing and publishing, Automated Church Systems (ACS), e-mail systems, file management).
3. Should be a person who is on time, responsible and keeps confidentiality in church matters.

Major Duties/Responsibilities

1. Serves as the church receptionist to members, visitors and others.
2. Maintains a log of incoming calls and messages and communicates them appropriately.
3. Manages and distributes incoming and outgoing church mail.
4. Maintains and produces church correspondence and acknowledgements, including news letters, bulletins, and letters to committees.
5. Responsible for documenting contributions to the church which arrive through the office, as outlined by the church Finance Committee.
6. Maintains, documents and distributes the visitors list to the Pastor and Outreach Committee.
7. Maintains the church database of members, visitors and other members of the church family (mailing address, e-mail, telephone numbers, birthdays, anniversaries, etc.).
8. Assists the church staff, church officers and committee members in the preparation of materials for church business (e.g. office forms, letterheads, cards, envelopes, publicity materials, church minutes, financial statements, etc.).
9. Maintains an orderly filing system (digital and hardcopy)
10. Supports committee work as needed with phone calls, E-mails, typing and other details.
11. Communicates with custodian regarding scheduling of routine and non-routine tasks.

Planning and Coordinating

1. Schedules events and reservations (e.g. weddings, meeting rooms).
2. Inventories church office supplies and assures they are current to needs.
3. Schedules office equipment servicing (e.g. copier, FAX machine, folding machine).
4. Aids the Pastor in scheduling, reservations and reimbursements.
5. Aids in the maintenance of the church calendar.
6. Aids in the maintenance of Sunday School records.
7. Attends staff meetings as requested by the pastor.

Performance Review:

1. Participate in an annual Performance Review, to be conducted by the Pastor. The results will be submitted to the Personnel Committee for assessment and recommendations in September of each year.
2. Prepare, as part of the performance Review, a summary of progress made toward goals during the year covered by the review and also an outline of goals for the succeeding year.

