

**Reports Daily To:** Church Pastor

**Annual Review:** Staff/Parish Relations Committee  
Completion of Sexual Harassment Training Annually

**Position Status:** Part-Time Hourly Employee, 10 hours per week , (2) 4-hour days and (1) 2-hour day – Set schedule (days of week to be determined by church and applicant)  
Time Sheets are to be completed at the end of each day worked and are to be placed in the Treasurer’s box at the end of each 2-week pay period.  
Hours above 10 must be approved by Pastor or SPRC Chair.  
Pay is bi-weekly.

**Requisites:**

- \*Experience with office procedures and equipment
- \*Demonstrated computer literacy. Computer skills adequate for constant contact/communication including email, document construction, data management, Facebook page and website maintenance
- \*Strong communication skills face-to-face and in writing, with understanding that you are the Elm Park United Methodist Church’s ambassador and often their first and only contact.
- \*Minimum Physical Abilities: adequate to move a case of paper, for instance.
- \*Background Clearance
- \*Positive References
- \*Safe Sanctuary Training (when available locally)
- \*AED Training

**EPUMC EMPLOYEE HANDBOOK:** \*Outlines general expectations for all employees and will be provided. Signature denoting receipt is required.

The Church Administrative Assistant, under the direction of the Staff Parish Relations Committee, along with regular oversight and supervision by the Pastor, is required to be present in the office 10 hours each week, and deal effectively, professionally and pleasantly with all congregation members and visitors in the church. Responsibilities of the position entail managing and maintaining the church office which includes working with the phone, filing, maintaining files on the computer, dealing with communications, preparing weekly bulletins, accepting building use request forms and adding it to the calendar, maintaining bulletin boards, signage in the lobby, brochures, and paper directories. Most importantly the job requires

maintaining good working relationships with the Pastor, Staff Parish Relations Committee, Trustees, Riverside Cemetery Association, Habitat For Humanity, and the Sexton.

**Duties and Responsibilities:**

1. The Administrative Assistant will greet visitors, guests, and congregation members promptly and pleasantly, and provide them with any directions needed, copies of church materials required, or make copies for them, as requested, of documents for church use. Guests will be announced or introduced to Pastor as necessary.
2. Check phone messages whenever entering the office and direct messages as appropriate. Provide a clear and pleasant message for use at times when the phone is automated. Take clear and complete messages from callers. Make sure all phone calls are returned promptly. If a call comes in for the Pastor and the Pastor will not be in the office within 24 hours, contact the Pastor via email or cell phone regarding the message providing necessary information for a prompt phone call to be returned.
3. Create and maintain a computer file of mailing addresses and phone numbers for the entire congregation, and a file containing emergency contact information for all operating equipment and systems of the church. This list will be updated annually. The emergency contact list should be provided to the Pastor and the Sexton.
4. While working in the office, regularly check and respond to or forward email messages. Create and maintain email contact listings for congregation members and staff, and for the different church committees (Leadership Team, Worship, Trustees, SPRC, Finance). This list needs to be updated each time there is a change. Once a year, an email needs to be sent out to the church members asking them to update any of their information.
5. Collect, sort, and distribute the contents of the church's mailbox as well as anything left in the mailbox attached to the office door.
6. Maintain the supply of postage, paper, pens, tape, staples, ink, and toner for machines, etc. to ensure productivity for Administrative Assistant and Pastor. For any orders that require the use of a credit/debit card only, use the church's debit card located in the

office safe. When using the card, print out a copy of the order and place it in the Treasurer's inbox.

7. Check to see that the Sexton's mailbox has timesheets and provide them as needed
8. When requests are made, if an appropriate room is free, send a building use request form and guidelines to the party and temporarily pencil in the date. When the form is signed and returned to the church, put the info into the building use calendar on the computer. Place a copy of the room use calendar in the Church Sexton's mailbox on the Friday before the use will occur. If there are special room set-ups required, ensure that the Church Sexton has a copy of the Building Use Form with the required set-up highlighted.
9. Maintain the Church Master Calendar with both church and community events occurring within our building and on our grounds. Provide room usage notifications to user. Meet with the Pastor regularly to keep aware of scheduled events.
10. Keep the congregations' Birthdays and Anniversaries list on the computer updated
11. Keep the church's weekly attendance figures on the computer updated.
12. Maintain Petty Cash and properly record receipts. Maintain documentation on all payments or expenditures from this account and provide to Treasurer when requesting replenishment of this fund. Petty cash and all documentation for this fund is to be kept in the Church office safe at all times.
13. Follow Financial Procedures regarding all incoming checks and cash. (See attached Addendum #1.)
14. In consultation with the Pastor, prepare, proof and send out Public Service Announcements requested by staff committees or congregation members. Prepare and place information inserts in the church bulletin as necessary. Gather together all the submissions received from the Pastor, Lay Leader, Committees and congregation members and create the monthly Branches. If there is a question about whether it should be published, consult with the Pastor. Send electronic copies of the Branches to

members with email addresses, print and mail hard copies to those who do not, and print 10 hard copies to be placed in the rack outside the office door.

15. Maintain the office, the display tables and mailbox area outside the office as a clean, organized and pleasant workplace. Anything one year old or older should be removed from bulletin boards and dealt with appropriately (either filed for historical purposes or recycled), unless there is a legal reason for it to be posted beyond one year. Make decisions about which community and church announcements are displayed. When in doubt seek the advice of the Pastor. Create and post signs for events and activities and for the times the church or offices will be closed to the public.
16. Inform the Pastor of sicknesses, hospitalizations, deaths, personal crises, etc. as you are made aware of them for all who attend the church whether or not they are a member.
17. Handle all correspondence for the church and conference as directed by the Pastor. Create, copy and prepare for distribution regular and special mailings as directed by the Pastor. Send thank you notes for memorial donations within 24 hours of receipt, as outlined in the Financial Procedures document.
18. Strictly uphold the appropriate confidentiality of records and information regarding staff, job duties, congregation or community members. Information about the activities of the Pastor and Leadership Team are also to be held in confidence and are not to be shared either inside or outside of the church. Do not make public or private statements about confidential matters. **This is grounds for immediate dismissal.**
19. Report needed cleaning, repairs or replacement of equipment or furnishings to the Pastor and Trustee Chair. Maintain the office equipment as you are able, and report concerns for their performance to the Pastor or the Trustee Chair.
20. Dress appropriately for the activity of the day, remembering that you are an ambassador for Elm Park United Methodist Church. Clothing should reflect respect for the church environment.

**Working with others in the Church, Community and Congregation:**

1. Maintain a congenial relationship with congregants, community, Riverside Cemetery Association, and Habitat for Humanity Staff, taking any conflicts and issues directly to the Pastor for assistance.
2. Work closely with Pastor to create a welcoming environment for all who interact with the church office. When there are questions, the Administrative Assistant will seek guidance from the Pastor and may be referred by the Pastor to the Chair of the Staff Parish Relations Committee

**Special Notes:**

- 1) The Administrative Assistant is appointed for a probationary period of 90 days, with a review to occur near to 90 days after hiring.
- 2) Bi-Weekly timesheets are required with hours not to exceed 10 in a week. If the workload changes in such a way to require more than 10 hours in a week, approval must be obtained from Staff Parish Relations Committee Chair or Pastor.
- 3) There will be an annual evaluation of performance of the Administrative Assistant performed by the Staff Parish Relations Committee with input from the Pastor.
- 4) Time off is unpaid. However, if you call in sick for one or two days during a pay period (two weeks), you may be able to make it up within that time period with Pastor's approval. All other time off (vacation, holidays, etc.) is not paid.

My signature here indicates that I have accurately represented my qualifications for this position and that I have read, and understand the above, and I am capable of completing, and agree to comply with, all responsibilities of this job description.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Start Date: \_\_\_\_\_ Witness: \_\_\_\_\_