

## **Administrative Assistant**

**PURPOSE:** To serve as principle coordinator for information flow in the church. The Administrative Assistant will use her/his talents to assist the congregation in the service of the Lord.

**ACCOUNTABILITY:** The Administrative Assistant is accountable to the pastor, as head of staff, for week-to-week direction of duties.

### **RESPONSIBILITIES:**

#### **Daily/ As Needed:**

1. Handle telephone calls and direct these calls appropriately. In dealing with sensitive and/or highly confidential information, the Administrative Assistant will not discuss such matters with anyone other than the pastor or those persons designated by him/her.
2. Keep the church calendar at the direction of Session/ Head of Staff/ Committee Chairs, and publish such data in the weekly announcements.
3. Maintain official rolls and registers (Session Meeting Minute Book) of the church under the direction of the Clerk of Session.
4. Follow procedures for receiving and paying regular monthly bills, including water, electric, phone/internet, trash collection and pest control (if approved by Session).
5. Facilitate appointments and be available to open the building as needed for service people.

#### **Weekly:**

1. Prepare the weekly bulletin for the service.
2. Send out bulletins to shut-ins, as requested.
3. Order supplies as needed.
4. Create and distribute weekly (or bi-weekly) e-newsletter and paper newsletters as required.
5. Maintain the website by adding bulletin/ announcements, newsletter, sermon text (if applicable) and audio recording, and other information as directed by the pastor and/ or session.
6. Other duties as identified.

#### **Annually**

1. Coordinate submission, typing, reproduction, assembly and distribution of the Annual Report each year.
2. Create an updated directory of members and attendees of COF.

**SKILLS AND EDUCATION:** A minimum of a high school diploma required; some college preferred. Minimum 1 year of experience in a small office environment. Proficiency required in

using MS Office including Word, Publisher, and Excel, as well as using social media, e-mail and Internet.

**RELATIONSHIPS:** The Administrative Assistant is accountable to the pastor, as head of staff, and to the boards and committees for performance of her/his responsibilities.

**EVALUATION:** Performance reviews will be conducted by the pastor, in conjunction with the Session Administrative Committee. The Administrative Committee will annually review the adequacy of compensation and benefits. Paid vacation and sick leave will be provided according to current personnel policies.