



## Administrative Assistant Job Description

### **A. Purpose**

The purpose of the Administrative Assistant is to support the Church's programs and plans by serving as the general receptionist and helping with other administrative functions and needs of the Church on a weekly basis.

### **B. Job Information**

Classification: Administrative Staff / Part-Time  
Supervision: Pastor and Staff Parish Relations Committee  
Work Schedule: Monday – Thursday 9:00 am – 5:00 pm. (approx. 32 hrs./week)

### **C. General Job Description for all Administrative Staff Members**

1. Have a personal relationship with God through Jesus Christ. Work together as a team with other staff members.
2. Make every effort to ensure the safety and security of anyone involved in any activity or ministry of First United Methodist Church. Particular care should be taken around the Church campus.
3. Abide by and enforce the Safe Sanctuary policies of the Church and the Western North Carolina Conference of the United Methodist Church.
4. Maintain absolute confidentiality regarding information learned as an employee of FUMC. If there is any question about when confidentiality should be maintained, discuss the general situation with the Senior Pastor.
5. Step outside of one's major area(s) of responsibility to enable the greater ministry of the Church when necessary.
6. Show consideration toward the Senior Pastor and members of the staff team.
7. Participate in training and professional growth opportunities.

### **D. Qualifications, Specific Knowledge, and Skills**

1. Bachelor's degree in business or related field (or equivalent experience in lieu of degree)
2. Three – five years' experience in the field
3. Computer experience with standard business software
4. Knowledge of and experience with basic office machines
5. Knowledge of copyright laws.

**E. Responsibilities: Financial and Informational**

1. Assist the Church Business Administrator in generation and distribution of Individual Giving Records, payroll and reimbursement checks, mail, and other duties as deemed necessary by the Senior Pastor.
2. Assist the Church Business Administrator with printing and distribution of monthly financial statements for the Administrative Board/Preschool monthly meetings.
3. Provide needed information to Charge Conference and assist the Senior Pastor with completion of the relevant sections of the Annual Charge Conference and Year-End Statistical Reporting.
4. Maintain all records regarding Church building and vehicle insurance.
5. Serve as Church Membership Secretary, recording all changes with regards to individual membership, attendance, transfers, baptisms, weddings, etc. within the congregation.
6. Assist the Church Business Administrator with other tasks, including helping with items related to the Church's Endowment, as deemed appropriate by the Senior Pastor.
7. Serve as a member of the First United Methodist Church's Endowment Committee and Administrative Board (non-voting).
8. Serve as chief communications officer for the church, sending out texts, emails, etc. on behalf of the church staff as requested for reminders of meetings, events, etc.
9. Assist the Church Business Administrator with employment paperwork.

**F. Responsibilities: Administrative**

1. Responsibility of generating and publishing the weekly church bulletin for worship services, special worship services, funerals, and other events/services throughout the year in consultation with the Senior Pastor, staff members, lay persons, and other church committees/groups.
2. Serve as general receptionist to answer the phone, allow entry into the building, greet visitors to the campus, and help connect visitors with other staff members of the church.
3. Schedule work, supervise outside contractors/sales personnel (electricians, plumbers, heating/air technicians, elevator maintenance, etc.) as directed by Senior Pastor and various church committees.
4. Assist with other office duties as requested by the Senior Pastor (i.e. ordering of supplies, toner, paper, staples, etc.)
5. Verify information and make appropriate arrangements with the various agencies regarding "Helping Hands Assistance" requests.
6. Assist and advise members of the Robert and Evelyn Watkins Cancer Patient Assistance Committee. Make necessary phone calls and arrangements to meet the needs of those assisted by the Robert and Evelyn Watkins Cancer Patient Assistance Committee (doctors, pharmacies, utility companies, gas stations, etc.)
7. Keep and maintain the general church calendar, event contracts, scheduling of rooms/spaces, etc.

**G. Responsibilities: Church Transportation**

1. Maintain records for: Driver/Vehicle Examination Report; State and Federal inspections; Church bus drivers' CDL license expiration dates; traffic violations and accident reports.
2. Update and submit reports, as necessary, for the Federal Motor Carrier Safety Administration, the USDOT, and appropriate State and Federal audits and inspections.
3. Update driver and Church information to required agencies and submit payment of required fees
4. Schedule and keep all reports for drug testing.

*(last updated 05.11.2022 by Rev. Goforth)*