**Administrative Assistant (Part-time) Job Description**

**First United Methodist Church, Forest City**

1. **Purpose**

The purpose of the Administrative Assistant is to provide organization and support to the minister, Director of Programs, and congregation of First United Methodist Church, Forest City and to coordinate tasks with other staff and church leaders. The person in this position is to present a positive, professional, and welcoming demeanor to those who contact the church by phone, technological communication, and in person.

1. **Job information** Classification: Supervisor:

**Work Schedule:**

Administrative Staff; Hourly; Part-Time; Non-Exempt

Senior Pastor and Director of Programs (direct) and Staff Parish Relations Committee (hiring, review/evaluation)

Anticipated 20 hours a week. Hours: Monday - Thursday; 9:00 am - 2:00 pm, and other times as required

1. **General Job Description for all Administrative Staff Members**
   1. Have a personal relationship with God through Jesus Christ.
   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 Pastor or Director of Programs.
   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 pastor(s) and members of the staff team. Work together as a team with other staff members.
   7. Participate in training and professional growth opportunities.
   8. Perform all tasks and responsibilities with enthusiasm.
2. **Qualifications (Education/Background), Specific Knowledge and Skills**
   1. Significant experience that is directly related to the responsibilities specified. Associate degree required and a bachelor’s degree desired preferably in business administration.
   2. Demonstrated ability to maintain confidentiality, be tactful, maintain cordial and professional conduct and have excellent interpersonal skills.
   3. Effective communication skills both oral and written.
   4. Organizational and administrative skills, including effectiveness in handling details and deadlines.
   5. Working knowledge of Microsoft Office software.
   6. Knowledge of typical office equipment to include multi-line phone system, postage machine, copier, and computers.
   7. Knowledge of Church Management Systems (CMS) software or similar database programs and perform data input and report management. (Church Windows preferred)
   8. Self-starter who can anticipate, initiate, and complete tasks with minimal supervision and work independently.

9. Ability to plan, develop, and coordinate multiple projects.

1. Ability to gather data, compile information, and prepare reports.
2. **Timely attendance with ability to vary schedule when needed.**
3. **Responsibilities**
   1. Answer all doorbells, greet visitors coming into the office and direct them to the appropriate staff or location.
   2. Answer telephone, transfer calls and make follow-up/return calls in a timely manner. Maintain and update voice mail and system information.
   3. Handle communications with church staff, church groups, church workers, committees and members through phone calls, texts, email and other forms of communication as necessary.
   4. Process and distribute incoming mail each day. Process outgoing mail. Perform required postage updates and order supplies.
   5. Provide secretarial services for pastor and other staff members as needed: Data entry, word processing, filing, records maintenance, and correspondence.
   6. Gather all information that goes into the weekly bulletin and process, print, fold and prepare inserts (such as Christmas and Easter flowers, prayer lists, announcements.) Maintain historical bulletin data on computer.
   7. Process special bulletins including funeral bulletins as directed by Senior Pastor.
   8. Coordinate scheduling for the church calendar and requests for use of buildings - in accordance with Trustees' use policies. Keep the church calendar up to date - both online and Master event calendar.
   9. Record and maintain accurate membership records. Update personal information on church members to include address and email changes, texting programs, birthdays and anniversaries. Process changes and updates for staff desk top directories (rolodex or other.)
      1. Add new members (process letters of transfer) and delete those who have transferred or asked to be removed.
      2. Keep record of births, deaths, baptisms, marriages, and confirmations.
   10. Demonstrate the necessary skills to help FUMC, Forest City expand its use of communications technology as it seeks to fulfill its mission (i.e. familiarity with and ability to host various social media outlets such as Twitter, Facebook, Linkedln.)
   11. Maintain files for yearly reports for the church and prepare Charge Conference and year-end reports as directed by Senior Pastor.
   12. Gather information for "Helping Hands" assistance; fill out required forms and research prior requests; contact agencies to verify information; file.
   13. Work with Endowment Chairperson to send out and process endowment applications.
   14. Record memorials and honorariums to the Church records. Forward memorials to appointed volunteer and make sure stamps and acknowledgement cards are available.
   15. Keep adequate office supplies to efficiently run the church office including calendars for the upcoming year (to be ordered in the fall) for all staff and a master event calendar.
   16. Keep an up-to-date procedural manual for Church Administrative Assistant position.
   17. Maintain a well-organized and professional office environment.
   18. Complete other tasks as directed by the Pastor, Church Business Administrator, Church Program Director or by necessity.
   19. Oversee Kitchen needs, keeping inventory of paper goods.
4. **Responsibilities: Financial**
5. Keep all financial records up to date.
6. Make appropriate payments to the Conference and District Treasurer. Responsible for paying monthly bills.
7. Issue payroll checks to Church and Preschool staff.
8. Responsible for confidential recording of contributions, donations, and accounts payable.
9. Compile and complete contribution statements quarterly for all Church distributions.
10. Prepare and present detailed written financial reports to the Finance Committee and Administrative Council and for the monthly Church Newsletter.
11. Serve as a member of the Finance Committee as outlined in the United Methodist Church Discipline.
12. Assist the Finance Committee and Stewardship Chairperson in the compilation, printing, and finalization of the Church budget.
13. Prepare all monthly, quarterly, and annual Federal and State tax reports in compliance with State and Federal regulations.
14. Prepare a monthly budget report for the Preschool.
15. Responsible for all Preschool funds, income, and disbursements. (monthly receipts, tuition, etc. to be turned in by the Preschool Director).
16. Serve as a member of the Endowment Committee and work directly with the Methodist Foundation regarding transfers, disbursements, and set up of new funds concerning the Robert Holmes Endowment.
17. Update and maintain all financial software.
18. Provide the information needed to Charge Conference and complete the financial sections of the Annual Conference and Year End reports.
19. Maintain all records regarding Church building and vehicle insurance.
20. **Working Conditions:**
    1. Employee must be comfortable working alone in the facility.
    2. Routine job responsibilities require frequent physical demands.
    3. Must be able to lift a minimum of 20 pounds.