

**Crooks Memorial United Methodist Church  
Administrative and Communications Assistant  
2017**

<b>SUPERVISOR</b>	Pastor
<b>STATUS</b>	28 hours a week, Mon-Thurs with unpaid ½ hour lunch (non-exempt) Paid sick and vacation per Crooks Memorial UMC's Leave Policy
<b>NOTE:</b>	All members, attendees, and family members thereof are ineligible to be employed in this position.

**POSITION SUMMARY AND STATUS**

The purpose of this position is to support the mission of the church through outstanding administration of the church office. This person provides administrative and communications support for the Pastor, staff, and leaders to ensure fruitful ministry within and beyond the walls of the church.

**ESSENTIAL DUTIES:**

1. Administrative
  - a. Open and close the church office at designated times each workday.
  - b. Greet and welcome people to the church and provide assistance if needed.
  - c. Be the primary person responsible for phone, email, and mail, responding as necessary including supplying information, recording messages, and routing to appropriate individuals.
  - d. Design and prepare all worship bulletins and materials (weekly and special), including announcements and inserts, in partnership with the Pastor.
  - e. Communicates promptly to the Pastor any known pastoral needs, hospitalizations, prayer requests, etc...
  - f. Communicates all necessary information to ministry leaders and staff to ensure effective ministry and communication. This includes follow-up to the weekly Connection Card and maintain weekly guest list.
  - g. Maintain files, correspondence, records and minutes of the church.
  - h. Prepares church mailings and correspondence, including bulletins and Upper Room to the homebound in our congregation.
  - i. Provide administrative support to the Pastor and other staff, including the maintaining and creating of Charge Conference and End of Year Reports.
  - j. Enter Equipping Vital Congregations data each week, as supplied.
  - k. Assist staff and ministry leaders with mailings, document preparation, policy files, etc...
  - l. Maintains up-to-date church directory.
  - m. Maintains current membership lists, in conjunction with the membership secretary.
  - n. Receives and processes requests for benevolent assistance per direction of the Pastor.
  - o. Manage the church calendar (both online and print format) and schedule events in the building.
  - p. Maintain key box and key use with appropriate policy followed.
  - q. Act as a liaison for the scheduling of facility use.

- r. Oversees and maintains operation of office equipment, including a weekly backup of office computer data.
  - s. Orders supplies as needed for office, church, kitchen, bathroom, etc...
  - t. Prepare and oversee an annual budget for Administrative and Office expenses.
  - u. Attends and participates in staff meetings and trainings.
  - v. Recruit, train, and supervise volunteers as needed for administrative and office work.
2. Communication
- a. Assist in unifying and aligning communications of the church by working with the Pastor, staff, and leaders
  - b. Manage and prepare regular church-wide communications – printed or electronic
  - c. Leads and/or assists in the design, editing, publication and distribution of: weekly E-news, monthly or quarterly “Beyond Sunday” news, announcement slides, brochures, flyers, and other promotional materials.
  - d. Update Electronic Sign regularly to promote effective communication with the community.
  - e. Ensure website is current and relevant in communicating: the mission, vision, and core values of our church; upcoming events, sermon series, and ministries; as well as church-wide calendar. If using a volunteer webmaster, revisions/updates should be provided regularly.
  - f. Manage social media platforms as designated or collaborate with volunteer to do so.
  - g. Recruit, train, and supervise volunteers to accomplish tasks where appropriate.
3. Maintain confidentiality in all matters.
4. Carry out any additional tasks as reasonably assigned by the Pastor or the staff with Pastor’s approval.

**QUALIFICATIONS:**

- 1. Commitment to the Christian faith and personal relationship with Jesus Christ.
- 2. High School diploma and minimum of two years office experience.
- 3. Operational knowledge of standard office equipment.
- 4. Must possess above average computer literacy, with knowledge and experience of Microsoft Office Suite and Gmail.
- 5. Must possess strong communication, interpersonal and organization skills, with ability to prioritize with little supervision.
- 6. Ability to work independently and as a team, to initiate projects and meet deadlines.
- 7. Knowledge of social media platforms, including Facebook, MailChimp or similar
- 8. Knowledge of website maintenance preferred.