

Job Description
Administrative Assistant
Jan 2023

Reports to: Staff Parish Relations Committee through the Pastor

Direct Supervisor: Pastor

Overall Job Description: Supports the staff and church with clerical responsibilities

Education-Experience

Required: High school diploma with clerical training and experience. Proficiency with computers.

Hours per week: 16

Duties:

1. Coordinate activities in the church office, including greeting office visitors and answering the telephone.
2. Receive and distribute mail.
3. Order, inventory, and store office and church supplies as needed.
4. Coordinate office volunteers to help in the duties listed in this job description.
5. Assist Pastor with clerical needs along with communicating the needs of members to the Pastor as they are communicated to the church office.
6. Filter information to Membership Secretary in order to maintain up-to-date membership records.
7. Coordinate, produce and distribute all communications from the church office. For example, bulletin, announcements, inserts, journal, etc.
8. Coordinate church-wide general communication materials. For example, sign on outside wall, marquee sign by road, maintain church calendars, send e-blasts and e-mails.
9. Maintain list of members' addresses, phone numbers and emails to aid in communication along with mailings of the church.
10. Maintain attendance records:
 - a. Prepare Sunday School and Group Rosters,
 - b. Record all church activity attendance in database,
 - c. Screen first time visitors for Pastor acknowledgement,
 - d. Prepare appropriate visitor letter for Pastor's signature.
11. Work with Treasurer/Finance Secretary to coordinate church-wide mailings.
12. Maintain church master calendar & miscellaneous calendars as required, such as Flower Calendar and Birthday Calendar.
13. Coordinate liturgists, Scripture readers, and ushers (who count overall attendance) for Sunday Services and provide them with the information they need.

14. Assure sanctuary pew cosmetics and maintain pews with attendance logs and prayer cards as well as usher sheets, Kleenex boxes, hymnals, Bibles, offering envelopes, pencils.
15. Communicate with our Janitor about specific clean-up jobs that are needed on campus.

Terms of Employment

- A. Pay Rate: ~\$16/hour paid in semi-monthly increments.
- B. Paid Leave: Two weeks per year.
- C. Hours: 16 hours weekly in the office. Four days per week. Specific office hours to be agreed upon with the pastor.
- D. Worker's Compensation Insurance shall be provided as required by law.
- E. Resignation Notice: The employee will provide a written 30-day notice of resignation. Employee will receive a 30-day notice of termination unless termination is for cause.
- F. First three months on the job will be probationary. At the end of this term, our contract will become permanent unless either party decides to terminate our relationship.
- G. Performance evaluation shall be conducted by Staff-Parish Relations Committee.

All employees must adhere to the *United Methodist Book of Discipline*. Employees will follow policies and procedures as established by John Wesley United Methodist Church.

Eligible candidates should send a cover letter and resume to Jeanne Heitmeyer, Staff-Parish Relations Chair, at jheimeyer@fsu.edu and Rev. Bethany Douty, Pastor, at pastor@JohnWesleyUMC.com. Candidates will be required to demonstrate computer skills and interview with the Staff-Parish Relations Committee.