



Administrative Assistant Santa Claus United Methodist Church

Attributes

Exhibit professionalism in all tasks and interactions with staff, congregation and the public
Emphasize communication and teamwork in all aspects of the role
Strive to be consistently punctual, reliable and accurate in completion of all tasks
Contribute creative ideas to enhance the administrative functions of the Church
Maintain a high level of proficiency with software required for completion of tasks

Responsibilities

Worship Support – Prepare weekly bulletins, the weekly ConNEXTion newsletter, welcome bags, and any special printed worship materials. Maintain records of metrics of Church health including attendance trends. Coordinate scheduling and communication related to weddings and special events. Prepare the worship CD for shut-ins. Post updates to the Church website to assure ministry initiatives are shared. Prepare weekly announcement slides and foyer postings for worship.

Office Support – Be the first face most visitors to the Church see including greeting visitors and answering phones, voicemail and email. Receive and distribute mail and maintain the Church's mailbox system. Maintain the comprehensive Church calendar. Coordinate office supplies and office equipment maintenance. Preserve records including the membership directory, filing systems, and key lists. Prepare forms and reports for requirements including, but not limited to, the Annual Charge Conference and membership transfers. Protect confidentiality of all potentially sensitive information.

Accounting Responsibilities – Prepare bank deposits and maintain petty cash. Review monthly credit card receipts and prepare the statement for the Finance Secretary. Prepare invoices for wedding and special events and communicate to assure payment as necessary.

Other Responsibilities – Follow communication protocol and initiate appropriate prayer requests by email. Prepare and distribute information regarding new visitors. Prepare birthday card program from staff to members. Coordinate church camp registration materials sent to the Church. Provide administrative support to the ministers of the Church including all other tasks as may be assigned.

Reporting Relationship – The Administrative Assistant reports to the Senior Pastor of the Church for routine instruction and professional development. The Staff Parish Relations Committee is the supervisory body with respect to all paid staff of the Church.