

ADMINISTRATIVE ASSISTANT

This position is responsible for the execution of daily office responsibilities and operative support in conjunction with the Lead Pastor and ministry leaders. This position is also responsible for the oversight of the church budget and reconciling ministry funds in conjunction with the finance committee.

Status

Full-Time

Purpose

To provide secretarial assistance as needed by the church and its staff.

Coordinator

Lead Pastor

Position Responsibilities

The position will include but not limited to:

1. Write checks for all invoices/obligations/transactions which are presented for payment, if such invoices are appropriate and authorized by the proper committee and/or persons responsible for given areas according to budget guidelines. Total, balance, and file vouchers payable and invoices.
2. Keep payroll records on all employees including the church and preschool.
3. Supervise petty cash fund.
4. Be of any assistance to the Audit Committee regarding preparing the annual audit.
5. Reconcile monthly bank statements.
6. Cooperate with the Clerk in preparing the yearly associational letter and with the Treasurer in the annual associational financial reports.
7. Assist the tellers as need arises.
8. Assist in any way the Budget/Finance Committee, and Teller Committee with reports, material copies, etc.
9. Prepare and deliver individual offering envelopes annually or as necessary.
10. Handle receipts that might be mailed in to the church to see that they are placed where the Teller Committee can make a deposit, proper envelopes made out, etc.
11. Record all individual offerings by envelopes as turned in through the Tellers Office.
12. Record other gifts received throughout the week.
13. Prepare stewardship statements for individuals as required by the church, showing amount of gifts, etc. These should be distributed by the church office.
14. Email members with various church programs, activities, etc. as needed.

15. Email prayer requests as needed.

16. Administrative duties to include:

- Weekly bulletins and prayer lists
- Various correspondences
- Update calendar on website
- Phone tree messages
- Ensure that pews are stocked with offering envelopes and visitor cards weekly
- Membership roll maintenance
- Provide administrative support for the ministerial staff
- Assist ministerial staff with birthday cards to members
- Monthly calendar
- Literature (newsletters, flyers, etc.)
- Phone duties (incoming/outgoing)
- Special assignments
- When new members join the church, ensure a personal letter is mailed to the person from the pastoral staff expressing our joy in their coming; add to Church Windows (membership software); add their name to the church roll book; and if they are coming from another church, send a letter to the church they are coming from requesting a letter of transfer in cooperation with the Clerk.

17. Individual records are confidential and should not be discussed under any condition with anyone except the individual involved.

18. All work performed shall be kept confidential.

19. All records are church property and should be kept at the church.

20. Administrative duties and responsibilities may be done outside of the church office in the event of sickness, inclement weather conditions or special needs, as deemed necessary, and will be subject to approval by the Lead Pastor. Work performed from home shall be kept confidential.