

The Mulberry Presbyterian Church

Employee Duties and Responsibilities

Position: Administrative Assistant

The Church Administrative Assistant will be employed by the Session in consultation with the Pastor and the Personnel and Resource Coordinator. The Church Administrative Assistant will be responsible to and supervised in the daily work by the Pastor.

The Church Administrative Assistant Duties and Responsibilities will include, but are not limited to, the following:

- Maintain a weekly and monthly calendar of Church events
- Edit and publish monthly newsletter and calendar to be mailed at the Bulk mail office
- Edit and publish weekly worship bulletins and announcements
- Create weekly PowerPoint presentations for worship services
- Edit and publish special event material, worship and other material, flyers, inserts, etc.
- Attend monthly staff meetings
- Maintain accurate Church files (membership, officers, cemetery data, etc.)
- Maintain church member database via Power Church Plus Software, including input of weekly attendance
- Edit and Maintain the Church's official website, www.mulberrypc.com via www.weebly.com
- Maintain current mailing lists, directory and labels
- Maintain e-mail correspondence to the Church's e-mail address and physical address
- Reply to and send correspondence in accordance with Memorial donations and endowment funds to the church
- Place all incoming invoices in the Church Treasurer's folder for review and payment as well as handle all incoming and outgoing mail
- Assist the Pastor, Music Director, Treasurer and other program staff with necessary program materials, projects, administrative tasks and correspondence
- Assist the Church officers (Elders) Session Committee, the six Church Coordinators and other Church organizations in handling necessary correspondence, administrative tasks and projects/fundraisers efficiently and in a timely manner
- Assist the Pastor with appointments and arrangements (i.e. funerals) provided the Administrative Assistant is supplied with information in an adequate amount of time during office hours
- Contact the church Sexton prior to funeral services
- Communicate clearly and cordially with all whom visit, call or volunteer at the Church Office
- Cooperate in other activities and opportunities that arise during the operation of the Church as an extension of the ministry of the Mulberry Presbyterian Church
- Order necessary office supplies as needed

Vacation requests are to be made directly to the Pastor and are to be documented to the Personnel and Resource Coordinator. The vacation time is to be not more than what is designated in the handbook.

Time away from work is to be approved by the Pastor unless the Pastor is not available; then the Administrative Assistant is to notify the Personnel and Resource Coordinator. Notice should be received at least two days prior to time being away except in cases of extreme emergency.

A written appraisal will be done each year. This will be reviewed by the Administrative Assistant and he or she may sign the employee evaluation to be filled in the employee's file.